



This page provides **Manager's Notes for Participant Handout Page 1**. Use as a reference and guide for planning and leading an interactive sales meeting or coaching session. It is meant to be a general guide and not a script. Add your own examples and wording.

Manager's Notes for Participant Handout Page 1		Notes
The Most Common Mistake is to Concede Too Much, Too Soon		
Estimated Time	10 minutes	
Purpose/Objectives	<ol style="list-style-type: none"> 1. State the overall purpose of the session (see comment #1 in Teaching Tips and Suggested Sequence below). 2. Show Video Segment #1 of the teaching video that will be used to highlight the teaching content for page 1 on common mistakes made by average negotiators. 3. Provide some key points and examples of your own to support the teaching video. 	
Teaching Tips and Suggested Sequence	<ol style="list-style-type: none"> 1. Begin this teaching session by saying something like, "The dual purpose of this segment of the sales meeting is to, first, improve our ability to give and get concessions when negotiating; and second, learn how to reach win-win agreements more often." 2. Say something like, "One of the first key points from today's training session is to avoid making some common mistakes made by average sales negotiators." 3. Say "We'll use the Giving and Getting Concessions When Negotiating Video to highlight three common negotiating mistakes that are summarized on page 1 in your handout packet." 4. Play Video Segment #1 of the Giving and Getting Concessions When Negotiating Video and pause it at the suggested time. 5. Ask everyone to take a minute or so to read page 1. 6. Then, provide some key points and examples of your own to support the teaching information from the video and page 1. 	