

# NEGOTIATION TOOLKIT

Negotiation is a discussion aimed at reaching agreement between parties about a specific issue.

## WHEN TO NEGOTIATE

- When getting a new job
- When getting a promotion
- When you feel you deserve an increase in salary or any other benefit
- When your job has changed significantly from when you were hired and what you were hired for
- After multiple significant professional accomplishments

## NEGOTIATION RULES

- Prepare
- Know the bottom line
- Be friendly
- Listen
- Consider all options
- Be flexible and adaptable
- Know concessions you are willing to make
- Manage your emotions appropriately
- Know your and others' worth

## STAGES OF NEGOTIATION

1. Prepare: Understand interests, develop facts, research potential opposition
2. Exchange: Assess interest, build trust and rapport
3. Bargain: Address interests, manage concessions
4. Conclude: Confirm interests, thank participants
5. Execute: Address changing interests, foster relationships

## NEGOTIATION STYLES

- Competing: I win, you lose
- Collaborating: I win, you win
- Compromising: I lose/win some, you lose/win some
- Avoiding: I lose, you lose
- Accommodating: I lose, you win

## NEGOTIATION TOPICS

- Salary
- Vacation time
- Job title and title changes
- Professional development opportunities and/or budget
- Promotion opportunities
- Benefits package, including wellness activities/resources, caregiving services, volunteer time

## REFERENCES

1. <https://www.watershedassociates.com/learning-center-item/negotiation-stages-introduction.html>
2. <https://www.waldenu.edu/programs/communication/resource/ten-dos-and-donts-of-business-negotiating>
3. <https://www.linkedin.com/pulse/5-negotiating-styles-consider-when-closing-deal-rifenburgh-m-b-a/?trk=prof-post>
4. <https://www.mentalfloss.com/article/75523/10-things-you-didnt-know-you-could-negotiate>