



MASTERING NEGOTIATIONS



Scan to review worksheet

Exemo code:
1CSQ-Q1LC-AC6N

1

Warm up

In pairs, discuss the following questions.

1. What type of situations might you need to negotiate in?
2. What advice would you give to someone who was about to have their first negotiation?
3. Do you think you are good at negotiating? Why/Why not?





2

Focus on vocabulary**Part A: Match the vocabulary to the definitions.**

- | | |
|-----------------------------|--|
| 1. in sync (idiom) | a. the freedom to make decisions and take action without needing to ask permission |
| 2. <u>autonomy</u> (n) | b. protecting yourself or someone else from harm or attack |
| 3. in unison (idiom) | c. a series of actions where one action creates an effect, which creates another effect etc. |
| 4. yardstick (n) | d. move at the same speed and same time |
| 5. <u>rationale</u> (n) | e. a person who teaches someone else how to do a particular job or function |
| 6. <u>mentor</u> (n) | f. say or do something at the same time as someone else |
| 7. <u>defensive</u> (adj.) | g. the quality of confidently saying what you think without worrying what others think |
| 8. ripple effect (n) | h. the reasons behind taking a particular action |
| 9. <u>assertiveness</u> (n) | i. a measure to judge how much progress something is making or how good it is |

Part B: Complete the following sentences with vocabulary from Part A.

1. Alice wasn't just my manager, but she was also my _____ during my early years in marketing.
2. When they pulled out of the European market, it created a _____ with several other companies following their example.
3. He was a really effective manager giving people in his team _____ over their projects while also providing support when they needed it.
4. I don't think profit should be the only _____ we should use to judge our company's progress. Employee satisfaction also needs to be taken into consideration.
5. We're a really great team and are able to anticipate each other's needs and are able to work _____ with each other.
6. My comments were intended to help, but he got quite _____ about them and took them as criticism.
7. She seems to think the presentation is really important, but I don't really understand the _____ behind it. I think we have more pressing matters to deal with at the moment.
8. The demonstrations outside the company were quite loud with protestors chanting slogans _____ calling for investigations into their finances.
9. While she was quite inexperienced, her _____ quickly got her noticed and it wasn't long before she was promoted.



Now in pairs, discuss the following questions.

1. Do you feel you have **autonomy** in your work, or do you need to seek approval before acting on a decision?
2. What **yardsticks** do you use to decide whether or not you are successful?
3. What was the **rationale** behind your choosing your current career?
4. Who do you work with who demonstrates **assertiveness**? What do they do?
5. Who do you consider to be a **mentor** to you in your career?
6. Do you think you are **defensive** when people talk about your work? Why/Why not?



3

Video comprehension



You are going to watch a video about successful negotiation (00:00 - 05:00). Complete the following summary of the video with one, two or three words to complete the script.

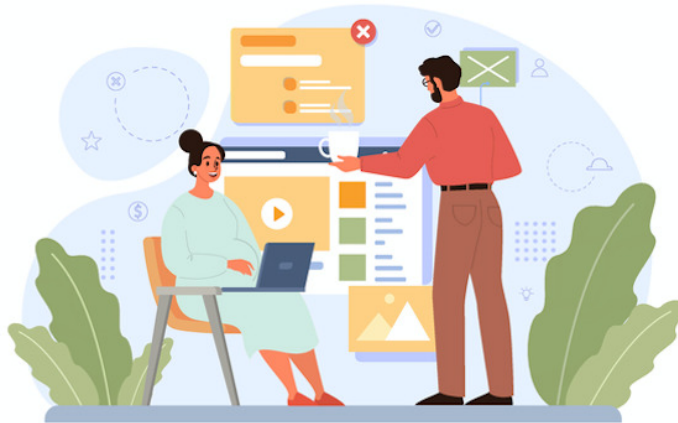
Negotiations are often thought of as a battle, when in fact, they are more like a dance, with each side creating a relationship. First of all, ahead of a negotiation, you need to _____¹. Be certain about what you want and what your limits are. Ensure there is a good _____² behind what you are asking for and talk to friends and _____³ about your ideas. If you're obviously well prepared, you are more likely to get a favourable result. Secondly, you need to be aware that the negotiation may get _____⁴ and prepare to manage your reactions. Know that there will be _____⁵ and it may not go the way you want it to. Allow yourself to take some time out from the negotiation if you feel the need to so you can give it more thought. The third strategy is to see the situation from the other person's point of view. Think of their _____⁶ and think about what you can do to make it easier for them, showing that you have _____⁷ for them will help. Listen carefully to what they are saying and this should maximise your opportunity to create a _____⁸ situation.



4 Discussion on the video

In pairs, discuss the following questions about the video.

1. Do you think of negotiations as a battle or a dance? Why?
2. What negotiations have you been involved in? What did you do to prepare for them?
3. Are you comfortable in a negotiation situation? Why/Why not?
4. Are you good at seeing a situation from someone else's point of view? Why? /Why not?
5. Do you agree with the advice the speaker gave about negotiations? Why/Why not?
6. Is there anything you would add to the advice?



5 Skimming for gist

Match the following titles to paragraphs A - D.

1. Being uncomfortable with money talk
2. No exit plan
3. Thinking you'll be automatically rewarded
4. No pay strategy



Salary Negotiation Mistakes

What not to do when negotiating pay

So, you've been offered a job? Congratulations! Obviously one of the key factors in people's minds when they are going through the hiring process is the salary. We take a look at some of the most common mistakes people make when discussing their salary, whether it's for a new job with a new company, or as a result of a promotion with your existing one.

- A. _____ Few people enter into a job with a clear plan in mind of what it is they actually want to earn. This is understandable. Companies rarely openly advertise their compensation strategy either externally or internally, so it can be difficult to determine what they are prepared to pay. This is, of course, quite deliberate. However, doing your homework on this is worthwhile. There are ways of finding what equivalent jobs are paid and you should also have a good idea of what your skills are worth. It might be best to put it in terms of where you are, where you want to be, and what you think you should be earning in five years from now.
- B. _____ It's easy to think that if you do well in your job and accomplish goals that benefit the company, you will be paid in kind. It would only be fair, right? Wrong. Management is generally not concerned with finding ways to increase employee's pay checks. It's up to you to flag your achievements. This doesn't mean you have to arrogantly toot your own horn to anyone who will listen, but it does mean making sure that your triumphs are noted. This could mean underlining them in weekly updates ('I have done X and as a result the company has now got X') or during your appraisal, ('This year, I have achieved X, X and X...'). If these aren't part of your work routine, you may want to ask if you can create a time to see your manager so you can talk about what you have done, possibly framing it as a chance for input from them (I've done X, was there anything I could have done better?). This gives them a chance to register your accomplishment, but also shows a willingness to learn.
- C. _____ In many cultures, talking about money is frowned upon. Let's face it, most people aren't comfortable with the subject, even with their closest friends. How many people you know would tell you their income? You must remember that this is a culture that is encouraged by the people who control the money though. Raises and bonuses are usually based on a percentage of your salary. So a failure to get their best offer not only costs you at the time, but it continues to cost you for many years to come.
- D. _____ 'Know when to walk away, know when to run...' go the lyrics of the Kenny Roger's song, The Gambler. You don't have to be gambling to take that advice. Accepting that your negotiations may not go the way you want them to is part of it. You have to decide what your breaking point is and what you will do if you can't get past it. As tough as it is to turn down a job because the salary isn't enough, it's even harder to accept it and then do the job with misgivings about your situation. You may need to look elsewhere for work, or get some more training. The point is, having a plan B will give you more strength in your position. Make a plan B.

source: fastcompany.com



6 Finding vocabulary

Find vocabulary in the article on page five which means the same as the following.

1. _____ (n): pay
2. _____ (idiom): show off about your skills or things you have achieved
3. _____ (n): victory
4. _____ (n): achievement
5. _____ (n): the desire to do something
6. _____ (phr. v): disapprove of something
7. _____ (n): the stage where something is too difficult or problematic to continue
8. _____ (n): concern or unhappiness about a situation

7 Reading comprehension

Complete the following summary with one, two, or three words from the article on page five.

When entering into _____¹, a key factor to consider is salary. There are several common mistakes that people make when negotiating this and here are some of them. Firstly, make sure you know what you want to earn and what is possible. Checking out the pay structure of _____² is an ideal way of ensuring you have a good basis for your demands. Secondly, don't assume that once you're in a job, you will automatically get rewarded for good work. Making sure management is aware of _____³ is a vital step to continued increases in salary. This can be done during an _____⁴ or even in weekly updates if it's appropriate. Asking for their _____⁵ on your work can be a subtle way of underlining that you have hit your goals and also a useful chance for them to see you want to learn. Another point is that, although talking about money is uncomfortable for many people, don't let this work against you. Remember that any _____⁶ you receive are based on your current salary, so not getting their best offer will cost you for some time to come. Finally, be aware that negotiations may not go your _____⁷. Know what you will do if this happens and always make sure you have a _____⁸.



8 Talking point

In pairs, discuss the following questions.

1. Have you ever negotiated your salary? Why/Why not? What happened?
2. Do people talk about money in your culture? Is it an uncomfortable topic? Why/Why not?
3. Do you know what other people in your company earn? Is there a clear pay structure? Do you think there should be if not?
4. What would you point to as your achievements if your manager were to ask you?
5. Have you worked in a job where you felt you weren't getting paid enough? What did you do about it?

9 Extended activity / homework

Write an email to your manager asking for a pay increase.

Consider the following questions:

1. What are your achievements?
2. What pay do people in your line of work normally get?
3. What do you want to be earning in five years from now?
4. What will your manager's reaction be to this request?
5. What can you do to make them more likely to say yes?

You should:

- write at least 150 words
- check your grammar, spelling and punctuation.