

3 Negotiating Styles To use In The Workplace

You might find yourself in situations where negotiating skills are required - knowing how to negotiate and learning the types of negotiations will help you make the most of your opportunities. Some common examples of negotiations you may conduct in your professional life are:

Employee to employee negotiations:

Everyone on a team interacts with others and teams usually have different responsibilities. As a member of the team, you may contribute towards helping others get tasks done or, if you oversee other members of the team, your duties will be coordinating them to do tasks. Negotiation is used to divide work tasks, create work schedules, agree on project deadlines and resolve personal conflicts.

Employee to employer negotiations:

Your employment offer is the first opportunity you have to negotiate your starting salary, benefits package, or other details of your employment contract. Most people seem to be hesitant about this topic, but research has shown that taking that risk can really pay off. A recent survey showed that employers' openness to benefits negotiations plays a crucial role in employees finding the position they want. 60% of respondents claimed it was a key factor for their decision. Many employers recognize how importance of benefits for their employees and 83.3% of them are willing to negotiate benefits. A large percentage of workers successfully negotiated with their employers to receive benefits: 87% of workers who negotiated did so during the hiring process and 80.9% of them were successful in obtaining benefits.

We can broadly break down negotiation styles into 3 types which are ***soft negotiators, hard negotiators and principled negotiators.***

SOFT NEGOTIATION

HARD NEGOTIATION

PRINCIPLED
NEGOTIATION



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1. Soft Negotiation

Soft negotiators prioritize the relationship over the outcome. The art of negotiation is not just about winning. Soft negotiators are far more likely to achieve their goals by taking a collaborative approach to negotiation. They prioritize the relationship over the outcome and will even back down on issues in order to reach an agreement. This can lead to really fruitful and mutually beneficial negotiations, where both sides come out satisfied and able to work together in the future. Following are some of the strategies of soft negotiators:

- Treat participants as friends
- Trusting of other participants
- Extend offers
- Non-confrontational
- Focus on positions
- Willing to concede



2. Hard Negotiation

Hard-working negotiators often prioritize obtaining the best possible outcome even if it means hurting the relationship between the other party and themselves. A zero-sum game like negotiating is typically pursued by people who believe that everything is about positions and not about trying to find a solution. Following are some of the strategies that hard negotiators would use:

- Treat participants as adversaries
- Suspicious of other negotiators
- Use of threats
- Confrontational
- Focus on positions
- Unwilling to concede

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3. Principled Negotiation

In "principled negotiation", the negotiators try to find a mutually beneficial solution together, relying on a process developed by Roger Fisher and William Ury called Interest-based relational negotiating or integrative bargaining. Fisher and Ury argue that when negotiating, we must focus on the problem at hand, instead of petty differences. A mutually-beneficial outcome is more important than an uncompromising position. Principled negotiators can help shift the conversation. They can separate people from their positions without having to concede the core points of an argument. They focus on common interests and find a way to make them the goals of the negotiation. They also have an edge because they are creative. Principled negotiations require both sides to make some compromises in order to ensure that there are no losers and everyone can agree on a solution that benefits everyone. Following are some of the strategies that principled negotiators would use:

- Separate people from the problem
- Focus on interests instead of positions
- Invent options for mutual gain
- Insist on objective criteria



To summarize; Negotiating can be done at any time during the employment process and it is important to make sure that you are prepared before starting. Preparation includes knowing what is negotiable, what you want, what your employer wants, and how much money is available for negotiations. Negotiation can be done either verbally or in writing and it should always include a timeline for when negotiations will end. Follow-up means checking back with your employer after negotiations have ended to make sure that both parties are satisfied with the outcome of the negotiation process.

