

6 Tips to effectively Negotiate in the Workplace

Negotiation is an important part of the workplace. It can be used to get a raise, to get more benefits, or even just to discuss a workplace issue. Negotiation is an art form and there are certain rules that one must follow in order to be successful.

There are typically 5 stages to negotiating, which you will understand better by knowing the signs of advancement between each stage. It should also help you plan negotiations more efficiently as you know what to expect at each staging point.

1. **Convening Stage** – As a team or meet parties separately? answer this question first prior to scheduling a meeting with the whole team.
2. **Opening Stage** – Set up and agenda for the meeting to ensure a productive meeting and educate both parties on how they could both use their time effectively.
3. **Communication Stage** – Both parties are given equal airtime to express their concerns or views on the issue.
4. **Negotiation Stage** – Try and solve the problem by being creative and encourage parties to be open to alternatives ensuring that all needs are met.
5. **Closure Stage** – By now both parties have enough information to decide on a mutually-beneficial agreement.

TIMING IS KEY

SET BOUNDARIES AND GOALS

COME PREPARED

CREATIVE PROBLEM SOLVING & EXPLORE ALTERNATIVES

BE CONFIDENT ABOUT YOUR VALUE IN THE COMPANY

REMAIN COURTEOUS, PROFESSIONAL, AND TACTFUL



6 Ways to Build Trust in the Workplace

1. Timing is key

If the negotiation meeting is planned well in advance and both parties are notified, it'll make them feel more comfortable and allow them time to prepare alternatives for the negotiation. Trying to conduct a negotiation when the other person is distracted and unavailable can result in a less than productive outcome. Schedule a time that works for both of you but do not delay. Leaving critical issues unresolved can damage the work environment and lead to people leaving your company.



2. Set boundaries and goals

Set out what is non-negotiable, and understand the concessions you are willing to make to get your desired outcomes. This gives you a goal for the negotiation, allows you to communicate your expectations for the other party, and instills a feeling of security to the negotiation process. Setting boundaries and working towards goals helps you negotiate in a way that protects your interests.

3. Come prepared

It is best practice to always equip yourself with as much data as possible about the incident you are negotiating. With access to facts you can then easily dismiss any inferences made in relation to the facts you possess. Reports that are presented as facts may actually be inferences or quick judgments if they were not well researched, such as a report that bears little to no evidence of the credibility that it would be able to warrant. The term has been used in the fields of journalism and marketing to indicate a claim that is presented as being based on fact and/or presented in an authoritative manner, but which lacks reliable or credible evidence supporting it. Whenever the other party shares information; evaluate the source and check reliability. In order for a compromise to be reached, all parties should have a basic understanding of the evidence. If you do not understand it, ask questions and make sure you fully understand what is going on before conceding.

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4. Creative problem solving and Explore alternatives

In every negotiation, it's necessary to balance both competition and cooperation. Competing means you want the best result for yourself, while cooperating usually works towards the benefit of your team. Make the goal of any negotiation to cooperate and listen, while still being assertive and promoting your own needs. Working together toward a common goal can lead to great things like original ideas and inventive solutions.



5. Be confident about your value in the company

You were selected for this position because you offer a distinctive value to the company and this gives you more leverage in negotiations. You should know what you're worth and the skills you provide to your employer. Being aware of these will give you the confidence to talk about promotions, raises, and other benefits with your boss. Your value as an employee is determined by your experience, education level, leadership skills, and the skills you have for your job role. You might also benefit from professional licenses or certifications in your industry or recognition for your work.

6. Remain courteous, professional, and tactful.

When you're making a request, consider framing it in a way that builds the other party's trust. This might involve suggesting ways they can help or focusing on their needs. Doing this will also make them more likely to cooperate with you when appropriate. Remaining respectful and professional will help you reach a satisfying resolution to your issue. It's important to use "I" statements to be clear about how you're feeling without accusing the other person or offending them.

