

Negotiation Skills Every Faculty Member Needs: Part 2



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Prepare for the Negotiation - I

- Negotiation should be as collaborative as possible
- What is your intention?
- Consider the timing
 - Situation of the other party
 - Do not negotiate prematurely or put off the negotiation
 - Do not wait until you are frustrated or angry
- Do your homework
 - What you don't know can hurt you
 - Your boss will have done his/her homework
 - Be prepared!
- Know your worth
 - Chronicle of Higher Education
 - AAMC Faculty Salary Survey Report



Prepare for the Negotiation - II

- Trust is important
- Be creative – think of different ways to get what you want
- Find ways to satisfy interests/Don't get fixed on position
- Go with best case scenario in mind - Think positive and aim high. Include nice-to-haves
- Know Your BATNA (Best Alternative to a Negotiated Agreement)
- Turn lemons into lemonade - Anticipate what might happen when you ask – potential objections and your responses
- Be aware of your negotiating style and the other party's negotiating style

Things “To Do” during the Negotiation - I

- Communicate what you want – Choose your words carefully in a nonthreatening tone
- Tailor the discussion - Why does it makes sense to the organization or to the person you are negotiating with?
- Make it organization-focused - What is your value?
- Take credit for your accomplishments
- Ask the other party questions, so that you know his/her point of view – find a shared vision and common ground



Things “To Do” during the Negotiation - II

- Keep your eye on the prize - set your sights high and focus on the target (your goal)
- Be open and flexible, but not a pushover
- Don't tell your bottom line unless you are ready to walk away
- Don't walk away until you mean it
- Listen, use silence, and use body language to your advantage
- Get it in writing!



Things “Not to Do” during the Negotiation - I

- Negotiate via email or telephone
- Listen to the voice in your head / fear rejection
- Let your emotions take over
- Become unethical



Things “Not to Do” during the Negotiation - II

- Personalize the situation
- Resort to “fairness” language
- Apologize for asking
- Rush the process

NO!





What do you want to negotiate?

- Job?
- Raise?
- Different work hours?
- Work from home?
- Protected time?
- Resources for lab?
- ?



Things to Think About - I

- Who is on my team?
- Who is on the other side?
- Who will be in opposition?
- Who can influence the negotiation directly? Indirectly?
- How much influence do they have on outcome?
- What is going on in the bigger picture surrounding the negotiation?

Things to Think About - II

- What do you need?
- What do you want?
- Who will be at the table?
- Who is the decision maker(s)?
- What obstacles are you going to face?
- What is your target goal?
- What is your alternatives (BATNA)?
- What is the other parties alternatives?

Group Activity

Select a Scenario

- Faculty member negotiating protected time
- Faculty member negotiating an increase in salary
- Develop your own scenario

Read the case and divide into pairs and define roles

- One as the senior person in the scenario
- One as the junior person in the scenario

Negotiate the scenario (8 min)

Switch roles and switch cases

Negotiate Scenario (8 min)

Report out/debrief to the larger participant group