



NEGOTIATING THE OFFER

MODULE 7

Progress To Date

Module 1 – Purpose and Direction

Module 2 - Resume Writing

Module 3 – Marketing Yourself

Module 4 – Responding To Opportunities

Module 5 – Networking

Module 6 – Interviewing

Module 7 – Negotiations



Negotiations

Negotiations is a process that happens when at least one person is trying to get another person to do something for him or her

Learning Objectives

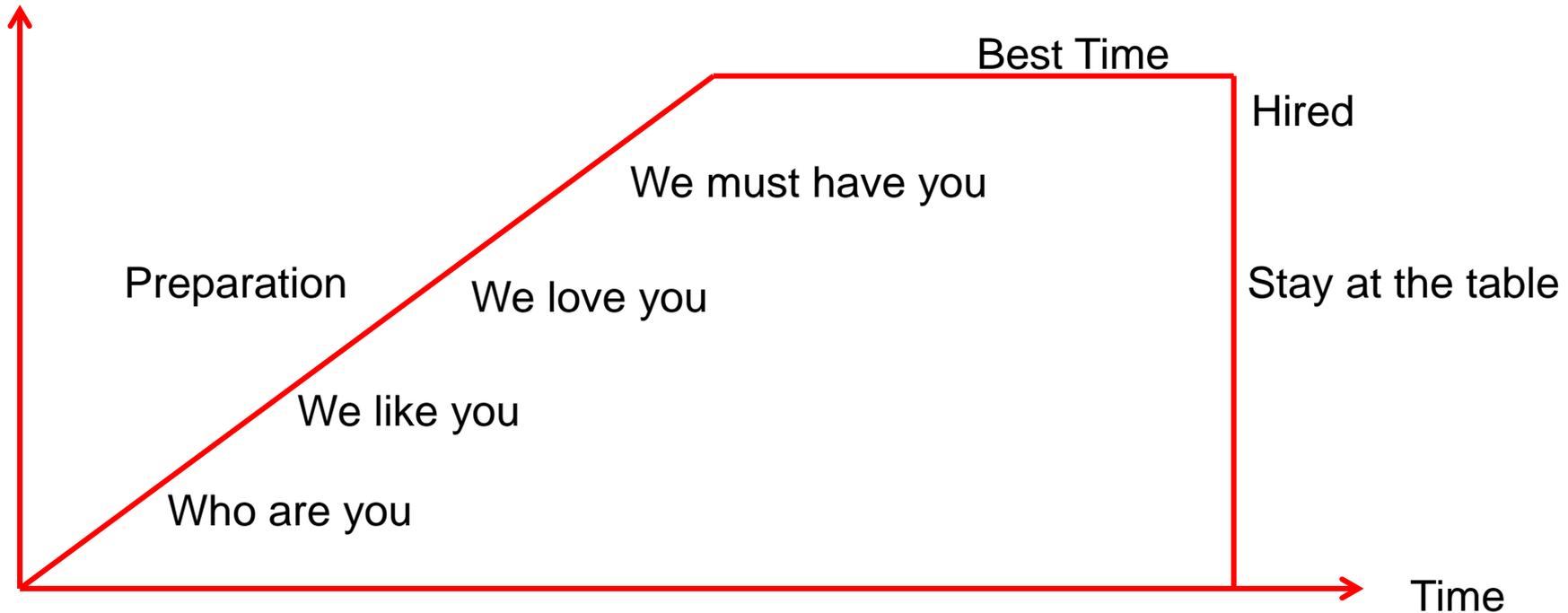
- Preparation – Done before the interview
- Understand what to negotiate
- Understand when to negotiate
- Know the three negotiating strategies
- Understand the three Win-Win negotiations

Be Prepared for the Negotiation

- Research done before the interview
- Know what is important to you
 - Have a range of salary in mind.
 - Benefits and special needs
- Know what is important to the company
 - *Your qualifications for the position*
 - *Adding value to*
 - *The process*
 - *The organization*

When to Negotiate

Your Bargaining Position



What to Negotiate

- Compensation
- Working Conditions
 - Hours
 - Place of work
- Special Needs
- [totalcomp.pdf](#)

Hard vs. Soft

HARD TACTICS FOCUS

- Material value
- Power used constantly
- Open with extreme positions
- Reject most other offers
- Demand many concessions
- Threaten to walk away
- DON'T FORGET BATNA?

SOFT TACTICS FOCUS

- Material Value
- Focus on the relationship of the deal as long term value
- Open with what they believe is a fair offer
- Appear open and friendly
- Uncomfortable saying no
- DON'T FORGET BATNA?

Negotiating Strategies

Strategies are about intentions, attitudes and eventually process, not outcomes

Win Lose

- Demonstrating or using power to win

Tit for Tat

- I give up something, you give up something

Win – Win

- Together let's generate more value for each of us

Win Lose Strategy

- Big Power Difference Short Term Concern
 - Lose Certainty Are we really the most powerful?
 - Lose Focus Shift from winning to not losing Resulting in lose-lose or lose more/lose less outcome
 - Lose Value Invest more resources, take more risks & incur high cost than planned
 - Lose potential future value As we press our power over them they will resist today and tomorrow

Win Lose Continued

- Lose Tomorrow We set pattern for future negotiations, they may return stronger defeat us
- Lose our ethics If resistance becomes desperate we may lie or manipulate
- Lose Control If they are the more powerful we lose control and the negotiation.
- Lose peace of mind Most find it a dreadful exercise filled with anxiety and fear

Tit for Tat

- Positive but not naïve focus on value
 - Proactive Sets the tone for collaboration
 - Simple Process I give something you give something
 - Consistent Pattern Provides predictability and reliability to the negotiation process
 - Fosters Interdependence Both parties must be proactive to get the most value
 - Feed Back Can see immediate results of each step

Three Win-Win Negotiations

Relationship

- Build Trust
 - Ability
 - Honesty
 - Reliability
 - Intimacy
 - Caring

Substance

- Focus on Value
 - To Company
 - Faster
 - Better
 - Cheaper

Communications

- Create a Process
 - In person
 - Group or Individual
 - Sequential or concurrent

Build a Win – Win Strategy

- Focus on value to company
- Negotiate separately
 - Relationship
 - Substance
 - Communication
- Negotiate substance
- Build the relationship
- Define the process

Prof. Deepak Malhotra
Harvard Business School

- [How to Negotiate Your Job Offer - Prof. Deepak Malhotra \(Harvard Business\).mp4](#)

Resources

1. Value Negotiation

How to finally get the Win-Win Right
by Horatio Falcao Prentice Hall

2. Prof. Deepak Malhorta Harvard Business School

http://www.youtube.com/watch?v=km2Hd_xgo9Q

3. What Color is Your Parachute 2014 A Practical Manual for
Job Hunters and Career Changers

The Book

The Application