NEGOTIATE



MELISSA CROSS
PRESIDENT & OWNER
MCALEER'S OFFICE FURNITURE

WHO EVEN AM I?













MCALEER'S OFFICE FURNITURE OPENED MARCH 5, 1979



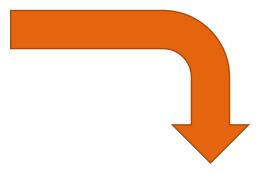
















Allsteel®

Designed to work. Built to last.

















IT IS PERSUASIVE COMMUNICATION.

WHAT IS NEGOTIATION?

NEGOTIATION TAKES PLACE WHEN TWO OR MORE PEOPLE,
WITH DIFFERING VIEWS - COME TOGETHER
TO ATTEMPT TO REACH AGREEMENT ON AN ISSUE.

NEGOTIATION IS ABOUT GETTING THE BEST POSSIBLE DEAL IN THE BEST POSSIBLE WAY.

OFFICIAL NEGOTIATION QUALIFICATIONS

F

UNOFFICIAL NEGOTIATION QUALIFICATIONS

ATTORNEY (IN A PAST LIFE)

OWNING A BUSINESS - TRYING TO OWN A BUSINESS

BEING AN EMPLOYEE - FINDING A JOB - HAVING EMPLOYEES

BEING A PARENT - WIFE - FRIEND - SISTER

BEING THE DAUGHTER OF A MOM THAT WOULD HAGGLE DOWN FROM A NICKEL AT A GARAGE SALE

What Do You Negotiate?

"OFFICIAL" PRINCIPLES OF NEGOTIATION

DEFINE WHAT IS MEANT BY NEGOTIATION AND APPLY THAT TO MANY DIFFERENT CONTEXTS

IDENTIFY FACTORS THAT CAN DETERMINE THE OUTCOME OF A NEGOTIATION

DETERMINE STRATEGIC BARRIERS





NEGOTIATING L.A.B. STRATEGIES

BE PREPARED

DON'T TAKE ANYTHING PERSONALLY

LOSE ALL DIGNITY

DON'T BE PUSHY, BUT DO BE ASSERTIVE

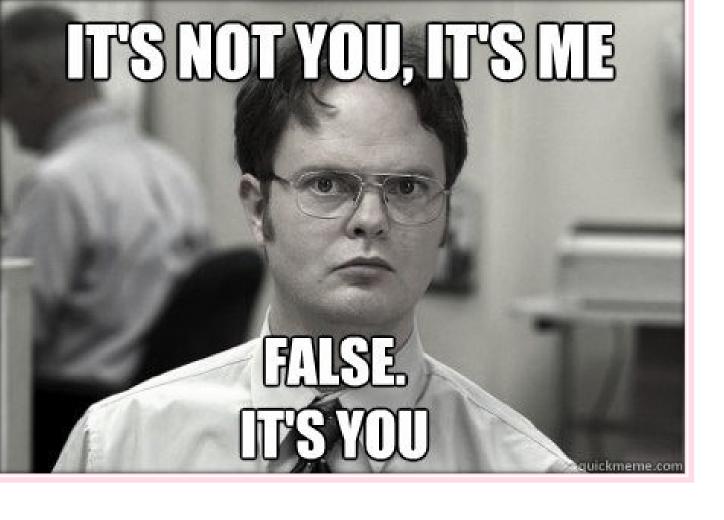
NO DEAL IS BETTER THAN A BAD DEAL





BE PREPARED







DON'T TAKE ANYTHING PERSONALLY



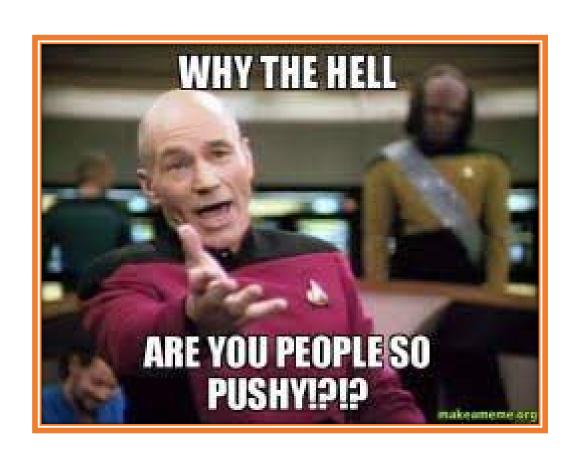


LOSE ALL DIGNITY (WELL..NOT ALL, JUST MOST)



DON'T BE PUSHY, BUT DO BE ASSERTIVE







NO DEAL IS BETTER THAN A BAD DEAL

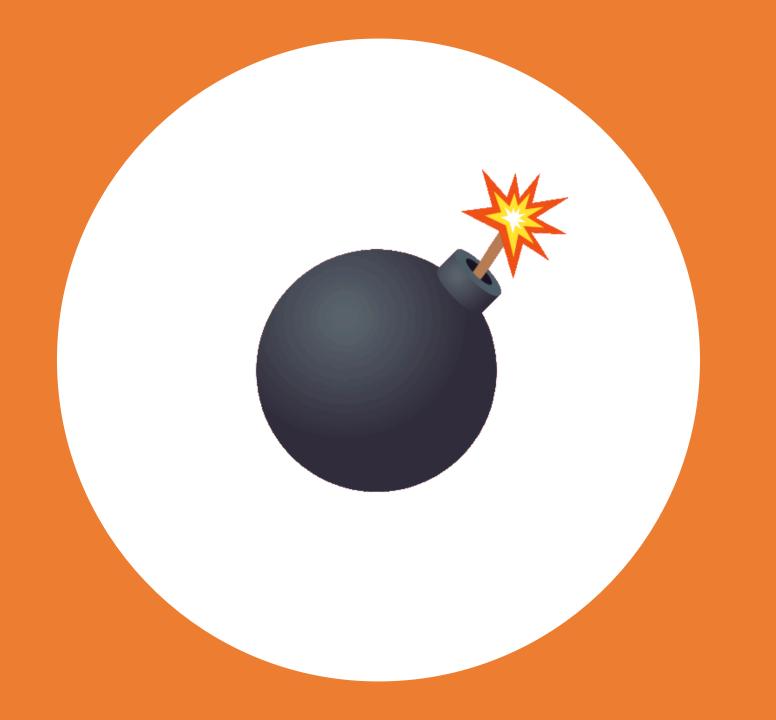


GET THE BEST DEAL

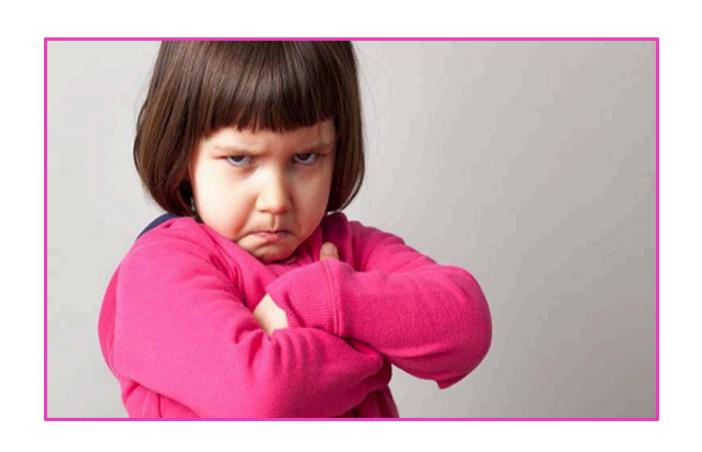




THE F BOMB



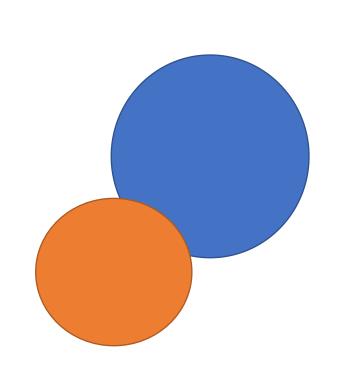
HOW TO USE THE F WORD



"WE JUST WANT WHAT IS FAIR"

"WE'VE GIVEN YOU A FAIR OFFER"

USE IT FIRST!!



"YOU'RE RIGHT"

VS

"THAT'S RIGHT"





LEAVE THEM HANGING... PAUSE AT THE RIGHT TIME!

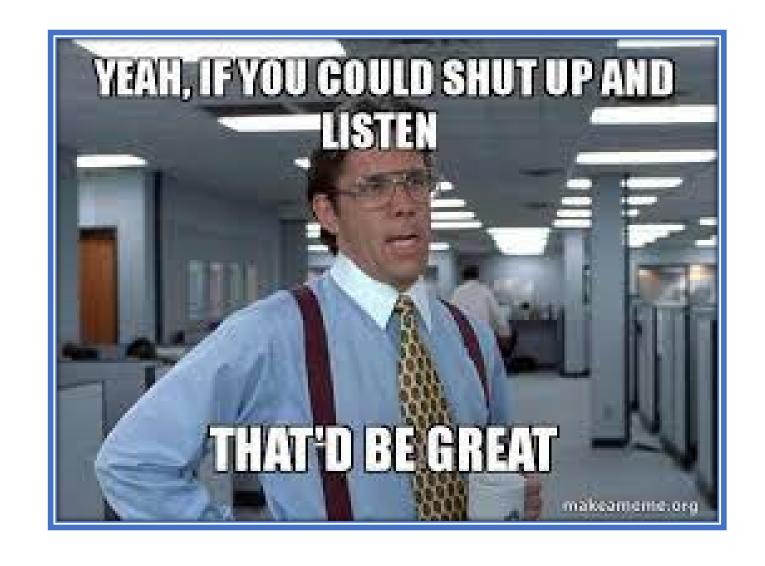
"THAT'S RIGHT"

"THAT'S RIGHT"

PAY ATTENTION

SERIOUSLY.

YOU NEED TO ACTIVELY LISTEN





"THAT'S RIGHT"

JSE

ENCOURAGING

LANGUAGE



MIRROR 7-38-55

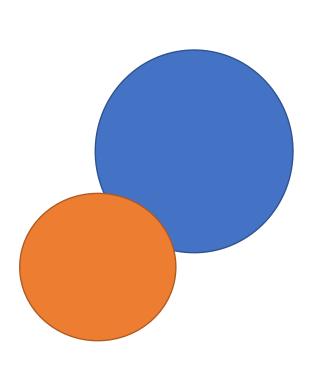
"THAT'S RIGHT"

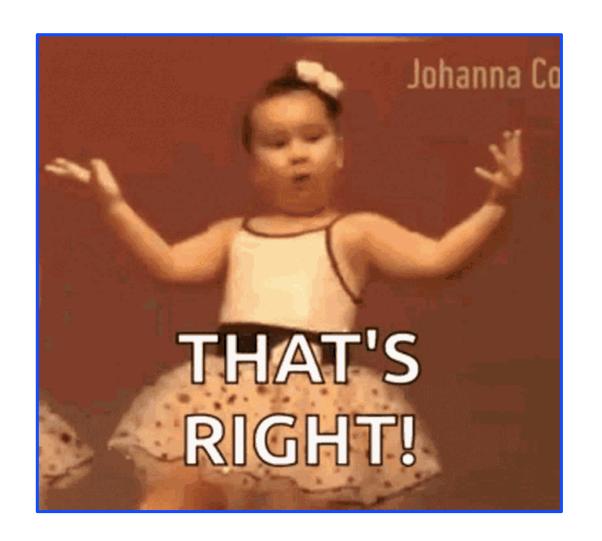




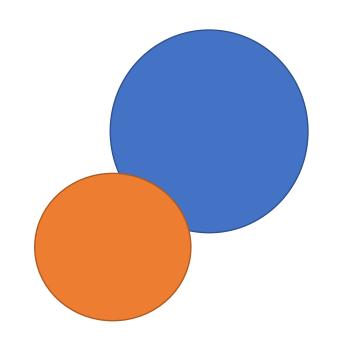
"THAT'S RIGHT"

EMPATHIZE
LABEL
SUMMARIZE





GROUP EXERCISE



LISTEN & PAUSE AT THE RIGHT TIMES

ACTIVELY LISTEN

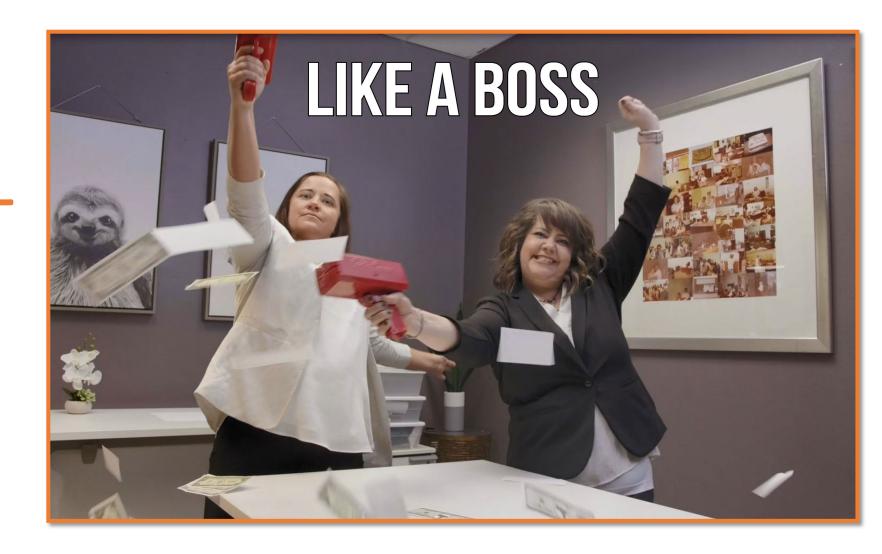
USE ENCOURAGING LANGUAGE

MIRROR

EMPATHIZE - LABEL - SUMMARIZE

HOW TO MAKE IT RAIN







HOW TO NEGOTIATE A RAISE OR GET A BETTER SALARY



BE PLEASANTLY PERSISTENT (& USE NONMONETARY REQUESTS)

DEFINE SUCCESS

SET A NONSPECIFIC ANCHOR - USE AN ODD NUMBERED RANGE

TRY NOT TO GO FIRST

USE SILENCE EFFECTIVELY



BENEFITS OF NEGOTIATING

BUILD STRONGER RELATIONSHIPS WITH OTHERS

FOSTER GOODWILL DESPITE A DIFFERENCE IN OPINIONS & INTEREST

AVOID FUTURE CONFLICTS

REMOVE BARRIERS TO COMMUNICATION



LEARN TO RESPOND TO DIFFICULT SITUATIONS IN A PEACEFUL, CONSTRUCTIVE MANNER



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MCALEER'S OFFICE FURNITURE
MELISSA@MCALEERS.COM

