



LLMC CIRCLES DISCUSSION GUIDE

NEGOTIATION





AGENDA

Negotiation - Becoming a Better Negotiator

1. Check-In: Warm up, catch up, and get going (15 min.)

Overview

We have all participated in thousands of negotiations during our lifetime. These negotiations range from asking for language training, taking an assignment in another Department, income averaging, and so many more.

The way we feel about past negotiations impacts the way we tackle future ones. This week we will reflect on our past negotiations and learn new skills that can result in a win-win outcome for both parties. Let's get started!

Step 1: Icebreaker - Connection Cards (10 min.)

Pick one question or all questions from the list below and share your answer:
(1 min. per member)

- What do you most regret?
- What is one thing about yourself that you wish you could change?
- A year from now, what will you wish you had done today?

Step 2: One Action update from the last meeting

Once you're warmed up, go around your Circle and share your One Action Update. A One Action is one concrete action you committed to take at your last meeting. The goal of a One Action is to step outside your comfort zone, practice a new skill, or try something new. (1 min. or less per member)



2. Educational activity: Lean in, get inspired, and add to your toolkit (15 min.)

Video: Win by Working Together

Watch the video “Negotiation Advice – Win by Working Together”

https://drive.google.com/file/d/16nzJ_-kst48IUqPO2WrUmul6XuMNFIO/view?usp=sharing

(4 min.)

Group discussion: Win by Working Together

What’s one key takeaway from the video that you’d share with someone else? *(1 min. per member)*

3. Group activity: Share your story, learn from others, and make new connections (30 min.)

Group discussion: Life is a series of negotiations

Share your answer to the following question:

(3 min. per member)

- Think of something you successfully negotiated for at work. What did you do to help it go well?

For example, topics may include negotiating for language training, ergonomic assessments, income averaging, parental leave, dealing with a difficult colleague, and training.

4. One Action: Apply yourself, pledge to grow, and inspire others (10 min.)

Group discussion: Apply what you have learned

Declare your one-action commitment for this week.

(1 min. per member)

Examples on page 5 of the Discussion Guide.

5. Wrap-Up: What’s next and a few final words (5 min.)



- Thank you everyone for your active participation in this week's topic – Negotiation.
- We now have new tools we can use to create a win-win negotiation process in the workplace. We hope you enjoyed the session!
To recap today's Circle, I wanted to refer you to the details in the Discussion Guide to help you reflect on this Circle session and think of your One Action for Negotiation.
- Next week is Week #5, our final official Circle session. The theme is Navigating Work and Life During a Pandemic as many of us are still working through the changes this pandemic has brought to our lives. Who would like to be the Circle Leader for our next session?
- Since it's almost our final Circle session, let's start reflecting on how we want to celebrate this milestone and how we want to keep in touch beyond the official Circle sessions.
- You will receive a short survey to complete after this week's session, please share your comments to help us improve version 2.0 of LLMC coming in 2022. There are also virtual office hours with the program team every Friday at 11am-12 noon EST if you would like to stop by and share your comments. Office Hours via MS Teams:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjAxMGYwMjAtMmlyYy00MWWVLTlhMjYtODQ2NmJlMTkxYzhm%40thead.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%2239e2d7b5-aabf-41e1-bfd0-e4fac6e2aeba%22%7d
- Thank you everyone! Be well, take care and see you next week.



VIDEO - NEGOTIATION ADVICE: WIN BY WORKING TOGETHER

<https://leanin.org/education/negotiation-thinking-communally>

KEY VIDEO MESSAGES

In this video you will learn why putting yourself in your management's shoes can lead to a win. When you use a collaborative mindset, you'll consider what your manager wants and use that information to strike a deal that works better for both of you.

This video also explains why it's important to negotiate strategically with women as well as men.

- Negotiation is problem solving. Instead of approaching negotiations as a win/lose situation, see if you can come to an agreement that makes all parties better.
- Successful negotiations do not begin as a demand or ultimatum. Successful negotiations start with the question, "Is there an alternative solution that can benefit both you and me?"
- The goal is not to get a deal. The goal is to get a good deal. Getting a good deal is the desired outcome of a negotiation. Agreement is not. Every bad deal is a deal to which you have agreed.
- To define a good deal, understand three things upfront:
 - What are your alternatives? What do you have "in hand" in case a new agreement is not reached? The person with superior alternatives does better.
 - What is your reservation? The bottom line — below this, you are better off walking away. Above this, you are better off.
 - What is your aspiration for the deal? What is your realistic view of the best possible outcome? Aim high, but also support your goals with arguments about why your "Ask" is reasonable.

FOUR STEPS TO ACHIEVING A SUCCESSFUL NEGOTIATION

1. Assess. Do the benefits of engaging in this negotiation outweigh the costs? Can you have influence in this situation? What is the price you are willing to pay to avoid negotiating?
2. Prepare. What are your interests in this negotiation? What are the interests of your counterpart?
3. Ask. Engage with your counterpart. You have unique information your counterpart needs. Your conversations with your counterpart gives you the opportunity to share this information as well as listen to their perspective.
4. Package. Make proposals that package together issues and solutions. Start with the



results you can deliver to your counterpart, your team, or your organization. Do not negotiate issue-by-issue. Use “if/then” statements as a tool to present your “Ask”.

ONE-ACTION

“One Action” – one concrete thing you are going to do before your next Circle meeting.

Examples:

	My Next Negotiation	One Action
1	Negotiate for income averaging so I can have the summers with my children.	Use the Four steps to achieving a successful negotiation to prepare your package.
2	Negotiate an assignment at another Government department.	
3	Negotiate an acting opportunity.	

Write down your one-action commitment, get ready to report about it next week:



REFLECTION QUESTION

Write down 3 insights/key takeaways learned from the session

1	
2	
3	

RESOURCES

Books:

1. *The Art of Persuasion: Winning Without Intimidation* by Bob Burg
2. *Never Split the Difference: Negotiating As If Your Life Depended On It* by Tahl Raz and Christopher Voss // *Ne coupez jamais la poire en deux: un manuel redoutable pour négocier gagnant par un négociateur du FBI* par Tahl Raz et Christopher Voss
3. *Psychologie de la négociation* par Jean Poitras
4. *Women Don't Ask – Negotiation and the Gender Divide* by Linda Babcock and Sara Laschever
5. *Getting to Yes: Negotiating Agreement Without Giving In* by Robert Fisher and William Ury // *Comment réussir une négociation* par Roger Fisher et William Ury

Educational Videos:

1. Negotiation Advice: Win by Working Together
<https://leanin.org/education/negotiation-thinking-communally>



2. Practice Makes Perfect: Negotiate Now to Achieve More When It Matters
<https://leanin.org/education/negotiation>
3. Négociation: ne cherchez pas le compromis
<https://www.youtube.com/watch?v=N9duDfWSfU4>
4. Negotiating Your Way Ahead
<https://www.youtube.com/watch?v=a-LuhbemYAA>
5. La négociation gagnant-gagnant
<https://www.youtube.com/watch?v=IQu9q8qjvmg>
6. How to Negotiate With Your Boss About a Job Promotion
<https://www.youtube.com/watch?v=K4BHM1veM50>

Articles:

1. Don't get lucky, get a champion
<https://www.forbes.com/sites/shaheenajanjuhajivrajeurope/2018/09/24/if-you-want-to-get-ahead-in-your-career-dont-get-lucky-get-a-champion/?sh=2c201f1d5e75>
2. Cinq clés pour une conversation difficile <https://effet-a.com/conseils/5-cles-pour-gerer-une-conversation-difficile-au-travail/>
3. Mentors-Sponsors-Champions <https://www.linkedin.com/pulse/mentors-useful-sponsors-champions-can-do-more-your-career-johnson/>
4. Why You Should Build a “Career Portfolio” (Not a “Career Path”)
<https://hbr.org/2021/10/why-you-should-build-a-career-portfolio-not-a-career-path?ab=ascendhero-article-1>
5. Dix astuces pour devenir un bon négociateur
<http://www.journaldunet.com/management/0706/art-negociation/index.shtml>

Websites:

1. LinkedIn Learning - learn the practical skills you need to excel in your career (e.g. Build self-confidence at work).
<https://www.linkedin.com/learning/search?keywords=building%20self%20confidence%20at%20work>
2. The balance careers - clear, practical advice on job searching, resume writing, salary negotiations, and other career planning topics.
<https://www.thebalancecareers.com/>



3. [Career development articles](https://www.inhersight.com/blog/career-development) – how to best advance your career
<https://www.inhersight.com/blog/career-development>

SUPPORT

Remember, support is available for you and your family when you need it. Some of the discussions during the Circle or the content shared may bring forward past trauma or uncomfortable feelings; please seek professional help if this is the case.

Employee Assistance Program (EAP)

An EAP provides free short-term counselling for personal or work-related problems as well as crisis counselling.

Toll-free: 1-800-268-7708

TTY (for people with hearing impairments): 1-800-567-5803

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/employee-assistance-program.html#E>

The Canada Suicide Prevention Service

Connect with a responder now by calling our toll-free number 1-833-456-4566.

<https://www.crisisservicescanada.ca/en/>

Wellness Together Canada

Mental Health and Substance Abuse Support.

Toll free 1-866-585-0445

<https://wellnesstogether.ca>