



LLMC CIRCLES DISCUSSION GUIDE

NEGOTIATION



LIFTING AS

YOU LEAD

MENTORING CIRCLES PROGRAM

CONNECT • ELEVATE • INSPIRE



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PROGRAMME DES CERCLES DE MENTORAT

CONNECTER • ÉLEVER • INSPIRER

Agenda

Negotiation - Becoming a Better Negotiator

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

Before we begin this session, we want to acknowledge that 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. Remember, support is available for you and your family when you need it. Please see the support section of this Discussion Guide for contact information.

Overview

We have all participated in thousands of negotiations during our lifetime. We negotiate all the time at work - for time off, asking for language training, taking an assignment in another Department and so many more. We often go into negotiations like it's a battle, but it's not about dominating.

Negotiation is about crafting a relationship and understanding your needs as well as the other persons. Developing negotiation skills that increase the likelihood of success not only helps us benefit from that negotiation, but also in future negotiations as our feelings about the process influence how we deal with the next one. This week we will focus on three steps that can result in a positive outcome for both parties. Let's get started!

Step 1: Icebreaker - Connection Cards (10 minutes)

Pick one question or all questions from the list below and share your answer:
(1 minute 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 (5 minutes)

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 minute or less per member)

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

Video: Three Steps to Getting What You Want in a Negotiation

Watch the video "Three Steps to Getting What You Want in a Negotiation"
<https://www.youtube.com/watch?v=Z3HJCQJ2Lmo>

Group discussion: Three Steps to Getting What You Want in a Negotiation

What's one key takeaway from the video that you'd share with someone else?
(1 minute per member)

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

Group discussion: Life is a series of negotiations

Share your answer to the following question:
(3 minutes 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 minutes)

Group discussion: Apply what you have learned

Declare your one-action commitment for this week.
(1 minute per member)

Examples on page 5 of the Discussion Guide.

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

- Thank you everyone for your active participation in this week's topic – Negotiation.
- We now have new tools we can use during our next negotiation. 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 Circle #5, our final official Circle session. The theme is Work Life Balance. While the time we spend at work and in our personal lives does not always 'balance', if we can find that harmonious place where we feel less 'pull' between the two, we are more likely to feel content in both roles. **If Circle leaders and assistant leaders were chosen at the pre-circle check-in:** At our pre-circle check-in, a Circle leader and an Assistant Circle Leader were identified for our 5th Circle session. Thank you! **If a Circle leader and assistant were not chosen at the pre-circle check-in:** Who would like to volunteer to be our next Circle leader and assistant Circle leader?
- 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. Now that you have started the conversation and created a connection with your Circlemates, why not keep the conversation going? Many groups from our first cohort of the program did just that and are benefiting from it! The Diversity and Inclusion Office team will endeavour to provide some topics for discussion that can be found on our LLMC Wiki page, but also collaborate with your Circle for topics that interest all of you. Whether you choose to meet weekly, bi-weekly or monthly, that is something for you to decide. It could be a half hour conversation to just keep in touch or a 1 hour session to talk about a current issue. However you do it, we encourage you to maintain and grow these relationships, your networks and your knowledge.
- You will receive a short survey to complete after this week's session, please share your comments to help us improve the 3rd LLMC cohort planned for 2023.

- To allow time for you to ask any questions you may have, the Diversity and Inclusion Office team will host a 30-minute session each Friday from 12:00 pm to 12:30 pm ET. Please feel free to drop by using the following link:
https://teams.microsoft.com/join/19%3ameeting_MDc0Yml4OTgtMDZiMS00OGUzLTg5ZjctNTcwYWFMZDK2MwVh%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%22c2d093df-2beb-4796-b59e-3fe19605c039%22%7d
- Thank you everyone! Be well, take care and see you next week.

Video “Three Steps to Getting What You Want in a Negotiation”

<https://www.youtube.com/watch?v=Z3HJCQJ2Lmo>

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:

- Preparing for the negotiation by understanding your own needs, those of your organisation and what options may be available as a solution will likely lead to a more successful outcome. Thoughtful preparation shows that you took the time to consider the needs of your team and organisation. It is also an indicator of the respect you have for the person with whom you are negotiating.
- Rather than seeing negotiation as a win/lose situation, see it as a problem solving opportunity. By taking part in the negotiation process, we have the opportunity to better craft a relationship, thereby recognizing that working together requires give and take.
- Prepare yourself for the possibility that your request will be denied. Engage in defensive pessimism - a way of anticipating the worst even when you know that might not happen - and understand that this is not a measure of your worth. By utilising this thought process, you are less likely to feel anxiety and have that interfere with your negotiation. A lack of emotional attachment to any one outcome will also make it easier to overcome any objections with other possible alternatives. Understand at what point you must walk away as your minimum requirement is not being met.
- Understand that your request has the potential to impact the professional lives of others, including the person to whom you are making the request. How will this impact their relationship with the rest of the team, their workload and how they are seen by the individuals to whom they report? Will they even have the authority to allow your request? Let them know that you have a reason for making this request and it is not just about you, but that this will help you reach your professional goals and benefit the team.

Three Steps To Achieving A Successful Negotiation

1. Do your research. Inform yourself of what is possible according to policies. Build a solid rationale and do your homework.
2. Prepare Mentally - we all have fear, anxieties but we need to emotionally detach when we are negotiating. Go into the negotiation knowing your request could be denied but it is not a measure of your self-worth.
3. Put yourself in another's shoes - Anticipate how the other party may feel, the risks they may need to take to say yes and do they have the power?

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 Three 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

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 prepare for a negotiation
<https://www.youtube.com/watch?v=NeWWU6nTvEA>
7. Integrative vs. Distributive Negotiation - The Orange Juice Story (Doodle Video)
<https://www.youtube.com/watch?v=9VJgN6r1Toc>
8. Negotiation Tutorial - Bargaining tactics
<https://www.youtube.com/watch?v=BA0DParCiww>
9. The Explainer: How to Negotiate Nicely Without Being a Pushover. (Harvard Business Review) (Carolyn O'Hara)
<https://hbr.org/video/5781861092001/the-explainer-how-to-negotiate-nicely-without-being-a-pushover>

Articles:

1. Cinq clés pour une conversation difficile
<https://effet-a.com/conseils/5-cles-pour-gerer-une-conversation-difficile-au-travail/>
2. Dix astuces pour devenir un bon négociateur
<http://www.journaldunet.com/management/0706/art-negociation/index.shtml>
3. 5 stages of the negotiation process
<https://www.masterclass.com/articles/how-to-negotiate>

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 – how to best advance your career
<https://www.inhersight.com/blog/career-development>

Support

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

Talk Suicide Canada provides nationwide, 24-hour, bilingual support to anyone who is facing suicide.

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

Wellness Together Canada

Mental Health and Substance Abuse Support.

Toll free 1-866-585-0445

<https://wellnesstogether.ca>

Hope for Wellness Helpline

24/7 access to Indigenous Counsellors

Available in French and English and upon request Ojibway, Cree and Inuktituk.

1-800 #1-855-242-3310

Chat line via: <https://www.hopeforwellness.ca/>