**Video Title:** Steps to Getting What You Want in a Negotiation

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

**Run Time:** 5:00

**Source:** TED/YouTube

**Close Caption Available:** Yes

Description: The points made in this video apply to a variety of places in the textbook, serving as an introduction to negotiation. We negotiate all the time at work for raises, promotions, time off, and we usually go into it like it's a battle. But negotiating is not about dominating, says organizational psychologist Ruchi Sinha. It's about crafting a relationship, understanding your needs and the other person's. Her three key steps will help you master this essential skill. Sinha’s three steps cover a lot of ideas, as highlighted next.

Negotiation is like a dance with two partners trying to work together smoothly if possible. We negotiate all the time, even with family members, and negotiation is not about dominating. Negotiation is about building relationships between two people.

Before you negotiate do your research, such as finding out the range of possibilities for a starting salary. If you wanted to negotiate working from home figure out what parts of your job could be done best at home, and what parts are best done in a traditional office.

Another major point is to prepare yourself emotionally for negotiation. You have to manage your feelings. Be ready to accept both optimistic and pessimistic outcomes. Accept both obstacles and wins.

Important also is emotional distancing, or not taking negotiations too personally. A negotiation is not about your self-worth. If you do not get what you want, you are not a loser. If possible, step back from the negotiation, meaning that you take a break to reset your emotions.

Another key point is to put yourself in the other person’s shoes, or practice empathy. Try to understand the other side’s perspective by listening well and asking why the other side wants something or is taking a strong position. Try to balance asserting your own needs with recognizing the needs of your negotiation counterpart.

*Questions for Thought and Discussion*

1. As in this video, it is often said that we negotiate every day at home and at work. Provide one example of a negotiation you had this week outside of a formal negotiation setting.
2. Provide one example of something a person might do to “craft a relationship” during a negotiation.
3. Let’s be practical. If you were negotiating for a starting salary for a position in your field, how would you know about the probable salary range for the position?
4. Imagine that Jeremy is negotiating for the trade-in value for his twelve-year-old SUV which he thinks is a classic beauty. What do you recommend that Jeremy do to distance himself emotionally when the dealer says, “We will offer you $750 trade-in value for your SUV”?
5. Give an example of an assertive statement IT specialist Haley might make to her boss when she wants to negotiate working from home four days per week.