

2006-2007 AAUW NYS PUBLIC POLICY PRIORITIES

PAY EQUITY

FIVE TIPS TO NEGOTIATING EFFECTIVELY

1. **GET OUT OF YOUR OWN WAY.** Know what you want. You can't be an effective negotiator if you are not clear about what is important to you, think big—don't focus on your weakness-I don't have much experience so I can't expect much in the way of a raise when I take on this new role. Rather, take an inventory of the experience you have that can be translated into skills that will be valuable in the role. Watch out for self-defeating behaviors that will undermine your ability to get what you need out of the negotiation.

2. **DO YOUR HOMEWORK.** With the tight information at your fingertips-such as information about what the market pays in your region for the job you want (or are doing)-you can build a solid case, confident that the demands you are making are reasonable and that you have the ammunition to support them.

3. **DEVELOP ALTERNATIVES.** Ask yourself what you will do if you can't reach an agreement that meets your needs. What other options do you have? If your alternatives are good-say, you've been offered another position-you will not be tempted to say *yes* to a low number. But even if your alternatives aren't great, consider the other person's alternatives-who is available to do the job as well as you can? Their alternatives may be worse than yours.

4. **CREATE MULTIPLE PROPOSALS.** You can be flexible on the means of achieving your goals without compromising those goals. Be creative and come up with multiple proposals that satisfy your needs. Given only one proposal the other party has a single choice: *yes* or *no*. Increase those options and you improve the chances of reaching agreement.

5. **EXPECT CHALLENGES** Anticipate how the other person is liable to react and think of specific ways to respond. Remember, "No" is only the beginning and to get past that "no," you must first see the possibility of a *yes*. Negotiation is always, or almost always, a possibility. .

From Negotiating Women Inc www.negotiatingwomen.com