Tips and Strategies for Negotiating What You Need -and- Want to Be Professionally Successful and Personally Satisfied as a Research Administrator

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What is negotiation?

A formal discussion between people who are trying to reach an agreement - Webster’s Dictionary

- Problem-solving
- Is there a solution that can benefit both parties?
A recently hired contracts officer

- **Mia**
  - Offer - $83,000
  - Accepted the offer
  - Starting year salary - $83,000
  - 30-year career
  - 3% annual raise

- **Jim**
  - Offer - $83,000
  - Negotiated 6% Increase
  - Starting year salary - $87,980
  - 30-year career
  - 3% annual raise
  - $236,926 **more** than Mia over career
# Gender Differences

<table>
<thead>
<tr>
<th><strong>Men</strong></th>
<th><strong>Women</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Playing a game</td>
<td>Contributing to team</td>
</tr>
<tr>
<td>No – Not yet</td>
<td>No – final word</td>
</tr>
<tr>
<td>Yes – accept it quickly</td>
<td>Yes – under appreciate</td>
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<tr>
<td>Quick conversations</td>
<td>Discussion</td>
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<tr>
<td>Take responsibility</td>
<td>Hope, luck</td>
</tr>
<tr>
<td>Own needs on top</td>
<td>Guilt</td>
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<tr>
<td>Negotiation – time limited</td>
<td>Negotiation – long lasting</td>
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</table>
What do you want to negotiate?

- Job?
- Raise?
- Different work hours?
- Work from home?
- Space?
- Professional development opportunities?
- Financial resources for your team?
- Additional personnel?
- Etc.
ASK FOR WHAT YOU NEED!!!

• Look for Opportunities

• Be a Risk Taker

• If you don’t ask, you won’t get
Approach to Negotiation

- Win at all cost
- Compromise at all cost
- Win - Win
Important Elements in a Negotiation

1. Attitudes
2. Knowledge
3. Interpersonal Skills

http://www.skillsyouneed.com/ips/negotiation.html
Interpersonal Skills

- Effective verbal communication
- Listening
- Reducing misunderstanding
- Rapport building
- Problem solving
- Decision making
- Assertiveness (with caution)
- Dealing with difficult situations
Prepare for the Negotiation - 1

- Negotiation should be as collaborative as possible
- What is your intention?
- Consider the timing
- Situation of the other party
- Do not negotiate prematurely or put off the negotiation
- Do not wait until you are frustrated or angry
- Do your homework
- What you don’t know can hurt you
- Your boss will have done his/her homework
- Be prepared!
- Know your worth
• Trust is important
• Be creative – think of different ways to get what you want
• Find ways to satisfy interests/Don’t get fixed on position
• Go with best case scenario in mind - Think positive and aim high. Include nice-to-haves
• Know Your BATNA (Best Alternative to a Negotiated Agreement)
• Turn lemons into lemonade - Anticipate what might happen when you ask – potential objections and your responses
• Be aware of your negotiating style and the other party’s negotiating style
Things “To Do” during the Negotiation - 1

- Communicate what you want – Choose your words carefully in a nonthreatening tone

- Tailor the discussion - Why does it makes sense to the organization or to the person you are negotiating with?

- Make it organization-focused - What is your value?

- Take credit for your accomplishments

- Ask the other party questions, so that you know his/her point of view – find a shared vision and common ground
Things “To Do” during the Negotiation - 2

• Keep your eye on the prize - set your sights high and focus on the target (your goal)

• Be open and flexible, but not a pushover

• Don’t tell your bottom line unless you are ready to walk away

• Don’t walk away until you mean it

• Listen, use silence, and use body language to your advantage

• Get it in writing!
Focus on Interest (Not Position)

- Interest defines the problem; your motivation, desires and concerns.
- Interests can be intangible, unexpressed, etc.
- You are more likely to reach an agreement if you reconcile interests rather than compromise on positions.
- Ask “Why” and “Why Not”
- Each side has multiple interests, and the most powerful interests are basic human needs.
- Make a list of each parties interests
- Communicate your interests and acknowledge the other parties interests.
BATNA

An Alternative to Your Bottom Line
A Way to Address a Power Differential

You are negotiating to get something better than what you have or would get without negotiating.

- A standard against which any proposed agreement should be measured.
- Protects you from accepting terms that are too unfavorable
- Protects you from rejecting terms that would be in your interest to accept
- What are your options if you fail to reach an agreement (or do you have any)?
- The better your BATNA, the greater your power (e.g. Do you have another job off on the table?)
- Judge ever offer against your BATNA
- Consider the other side’s BATNA
Things “Not to Do” during the Negotiation - 1

• Negotiate via email or telephone
• Listen to the voice in your head / fear rejection
• Let your emotions take over
• Become unethical
Things “Not to Do”
during the Negotiation - 2

- Personalize the situation
- Resort to “fairness” language
- Apologize for asking
- Rush the process
Remember…

• “No” does not mean NO! It can mean no, maybe, or later.

• If the answer is “No”, ask what you can do to move to the next level.

• “No” – personal rejection or information to work with?
Sources and Reading List -1

Sources and Reading List - 2

“Let us never negotiate out of fear. But let us never fear to negotiate.” – John F. Kennedy
Questions?

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