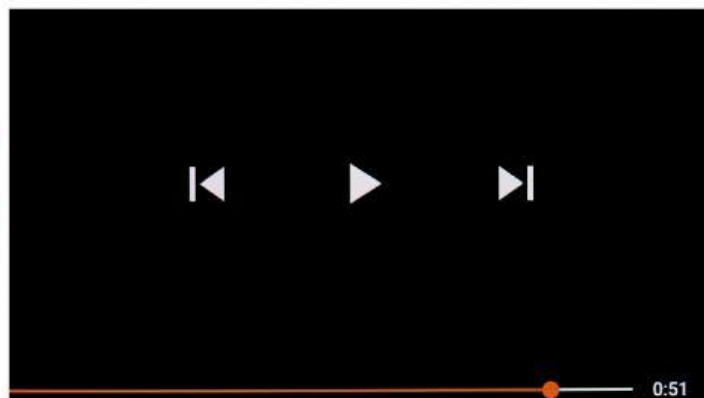


# NEGOTIATION

Listen Dr. Ruchi Sinha talk about 3 things you can do to get what you want in a negotiation. As you listen, complete the summary (you can fill the gaps with one, two or three words).



Negotiation is an essential part of our (1) ..... lives, as we negotiate for higher pay, promotions, vacations, and even greater (2) ..... However, negotiation does not have to be a (3) ..... with (4) ..... and (5) ..... Instead, it should be approached like a (6) ..... where both parties (7) ..... in (8) .....

To be (9) ..... in a negotiation, it's essential to (10) ..... and figure out whether what you're asking for is (11) ..... You should build a solid (12) ..... for your request and study your company's (13) ..... to understand how your (14) ..... might affect them and others in (15) .....

Asking for things can get (16) ....., and it's essential to have (17) ..... in place to manage those feelings. One strategy is to adopt a mindset of (18) ....., where you (19) ..... that (20) ..... and (21) ..... are common in a negotiation and (22) ..... ways to (23) ..... those obstacles. Another strategy is (24) ....., where you're less (25) ..... to any specific outcome.

You should (26) ..... thinking of negotiations as a (27) ..... of your (28) ..... In these conversations, your request could (29) ..... but it could also (30) ....., and that doesn't change the (31) ..... of your (32) ..... Also know that if you feel yourself getting (33) ..... or (34) ..... it's OK to (35) ..... You can say things like, "Let me think about this a little more." or "Could we press pause and continue this tomorrow?", to buy yourself time to (36) ..... and refocus.

It's also important to (37) ..... in the other person's (38) ..... and (39) ..... their needs and challenges. When negotiating, it's important to (40) ....., ask (41) ....., and try to (42) ..... the other person's (43) ..... You should look to balance (44) ..... about your (45) ..... with a (46) ..... for the other (47) ..... By (48) ..... your case and using phrases like "I'm asking for this because I know it's good for my team.", you can show that you're (49) ....., you know what you want, but you (50) .....

By following these tips, you may avoid (51) ..... the other person, which is a common cause of (52) ..... And in doing so, you may find (53) ..... for win-win solutions. That's what negotiation is all about.