

Negotiations

Before you watch

A

Answer the questions about negotiations.

- When was the last time you negotiated with someone? What was the outcome?
- What skills do you think good negotiators have?
- How can you influence others?
- How would you present a new idea to someone at work?

Video

A

Watch the video. Note down any good advice shared by the interviewees.

Skills of a good negotiator	Influencing others	Presenting new ideas to colleagues or a boss
<ul style="list-style-type: none"> • Listen to others • • • 	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • Share ideas verbally • • •

Did anyone mention the same ideas as you?

B

Watch the following parts of the video again. Tick the topics each speaker mentions.

Skills of a good negotiator:

Speaker	Topics		
Jason	<input type="checkbox"/> listening	<input type="checkbox"/> being honest	<input type="checkbox"/> understanding others
Kristina	<input type="checkbox"/> understanding others' needs	<input type="checkbox"/> being passionate	<input type="checkbox"/> being convincing
Prad	<input type="checkbox"/> keeping calm	<input type="checkbox"/> building relationships with people	<input type="checkbox"/> being respectful

Tips for influencing others:

Speaker	Topics		
Asif	<input type="checkbox"/> staying calm	<input type="checkbox"/> asking open ended questions	<input type="checkbox"/> building trust
Chris	<input type="checkbox"/> being human	<input type="checkbox"/> expecting things from others	<input type="checkbox"/> appreciating others

C

Watch the final part of the video. Kristina, Tolani, and Prad discuss how they present new ideas to colleagues or a boss. Who do you think has the best strategy? Why?

Language focus

A

Each speaker introduces their tips or ideas in different ways. Complete each sentence using a word or phrase from the box. Then scan the transcript to check your answers.

you need (x 2)	don't (x 2)	I think	I guess
no	try to	be	you have to

- So, number one I think is listening.
- First of all, _____ to feel comfortable, _____ to feel the person and understand their needs.
- I think _____ build a rapport and a relationship with a person.
- _____ lose it, _____ shout, _____ swearing.
- _____ calm.
- _____ the top one is to try to make them like you.
- _____ present as human.

B

Here are six character traits mentioned by speakers in the video. Complete the steps.

- Check you understand the meaning of each word. Use a dictionary to help you.
- Mark whether each word has a positive (+) or negative (-) meaning.
- Describe someone (or something) you know that shows each trait (e.g. *My neighbour's dog can be aggressive!*)

1. passionate	()	2. motivated	()	3. resilient	()
4. respectful	()	5. honest	()	6. aggressive	()

C

Look at the jobs below. When do these people need to negotiate? For example, *An artist needs to negotiate when they sell their work.*

Artist	Financial adviser	Athlete	Salesperson	Teacher	Trader
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D

Which of the character traits mentioned are important in these jobs? Which other traits are important? Make notes next to each job.

Job	Traits
artist	
financial adviser	
athlete	
salesperson	<i>Resilient, don't be aggressive or pushy, friendly, honest</i> ...
teacher	
trader	

Communication focus

A

Look at these tips for negotiating online.

- Always use video whenever possible. (present as human)
- Maintain “eye” contact by looking straight into the camera. (build trust, build rapport)
- Have everything ready so the online negotiation can be as efficient as possible. (less is more)
- Keep your hands in view so you can explain your ideas. (present as human)
- Use the presentation tools. (back up ideas with figures)
- Don't be tempted to fill the silence. (listen to people)

B

Write a short text: *My top five tips for successful negotiation*. Include ideas from the video and from the list in A.

C

When you finish, send your work to your teacher.