

# Negotiator's A-Game Checklist:

4 Tough Tactics for Nice Negotiator's



To Results, Respect and Relationships



Dr. Michele Williams

# Author's Note

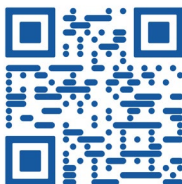


## Welcome to the Negotiator's Way A-Game Checklist!

- Many people don't negotiate because hard bargaining brings to mind yelling, threatening and the slamming of fists.
- In my experience coaching founders of a wide variety of startups and teaching negotiations to MBAs and executives, I have found that effective bargaining often stems from a combination of setting high aspirations, careful planning and of course, being willing to ask! No yelling required.
- The A-Game Framework was developed to provide research-based tips and tools for more effectively while preserving important work relationships.
- **Congratulations on taking the first step to fostering your results, respect and relationships without compromising your authenticity!**

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# The Negotiator's Way Bring Your A-Game

With these 4 Tough Tactics for Nice Negotiator's

1. Aspire: What do you want to negotiate?

2. Analyze and take notes:

3. How will you Ask?

4. How will you Assert: Display your confidence?



# The Negotiator's Way Bring Your A-Game Checklist

## 4 Tough Tactics for Nice Negotiator's Checklist

1. Aspire	2. Analyze
<input type="checkbox"/> Decide what you really want and aim high.	<input type="checkbox"/> Do your homework. Gather information, leverage objective data and pool your relational knowledge. Then analyze.
<b>Remember:</b> Aiming for what you deserve does not show greed but self-confidence.	<input type="checkbox"/> Take time to think about your alternatives. Remember - "Alternatives give you power."
<b>Remember:</b> Saying "Yes" to opportunities and favors that are not aligned with what you want can drain time and energy needed to pursue your true goals.	<input type="checkbox"/> Figure out what you and the other person value differently so you can suggest win-win trade-offs.
<b>Research shows that high aspirations are consistently linked to better negotiator outcomes (Thompson, 2012).</b>	<b>Research demonstrates that negotiations are won or lost in the preparation (Fisher, 1991).</b>
3. Ask	4. Assert
<input type="checkbox"/> Ask for what you want. Don't wait for others to a) recognize what you deserve or b) volunteer to do what you believe is right.	<input type="checkbox"/> Confidence is key. Your analysis will not only give you confidence but help you spot deception and inaccuracies.
<input type="checkbox"/> Ask for more information so you can update your analysis and plan better.	<input type="checkbox"/> Say "No" to unreasonable offers, but use a Negotiator's "No" that leaves room for further understanding and negotiation.
<b>Hint:</b> Asking "Help me understand why..." can provide critical information. It is a polite question for tough negotiations..	
<b>Research suggests that women ask less often than men (Babcock &amp; Laschever, 2007).</b>	<b>Research suggests effective negotiators are self-confident (Kolb &amp; Williams, 2001).</b>

## Dr. Michele Williams

Professor Michele Williams, Tippie College of Business, University of Iowa, has taught negotiations to executives, startups, MBAs and undergraduates at leading schools of management for over 10 years. She is co-author of the Four Capabilities Assessment.

The research and work of Dr. Williams (University of Michigan, Ph.D.), which began with a focus on Trust and Relationships at work, now intersects with work on Women in Leadership & Entrepreneurship. She addresses two challenges that organizations face:

Trust and Relationships—Building, maintaining and repairing trust in team-based relationships and across demographic and organizational boundaries; Sustaining high performing, cross-boundary relationships.

Women in Leadership & Entrepreneurship— Social construction of gender; Gender equity within firms and across established and entrepreneurial ventures; Factors affecting women as team members, boundary spanners, and business owners.

Michele, assistant professor and the John L. Miclot Fellow in Entrepreneurship, recently joined the Management & Organizations' faculty at University of Iowa's Tippie College of Business. She is also a scholar at Cornell University's Scheinman Institute on Conflict Resolution and with the Smith Family Business Initiative Cornell's Johnson College of Business. Previously, she was a member of the faculty at Cornell University and MIT's Sloan School of Management.

She has authored papers and case studies, published in notable academic journals, and speaks at academic and professional conferences on her topics of research. She produced a unique course offering on Women in Leadership, Negotiation & Entrepreneurship and has spoken on this topic at JP Morgan. She is co-author The Four Capabilities Leadership Assessment—an online 360° assessment used by organizations to enhance the leadership potential of managers.

Dr. Williams earned her Bachelor of Arts degree in Psychology at Johns Hopkins University, her Master of Arts degree in Education from Teachers College, Columbia University, and her Ph.D. in Organizational Behavior from the Ross School of Business, University of Michigan.

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