

THE
Lawyer Life
COLLECTIVE

Autumn Noble

Negotiations Program

THE LAWYER LIFE COLLECTIVE
LIFE & CAREER COACHING
FOR LAWYERS

Autumn@theLawyerLifeCollective.com

GETTING MENTALLY PREPARED

Part of the negotiation preparation process involves doing your homework. The better prepared you can be about your environment and your opponent, the more confidently you can show up.

1. Is there something available to me to help me prepare for this discussion – a book, a coaching session, a webinar, a trusted advisor?
2. Is there someone who has done something similar to what I want to do?
3. Is there an existing group or community that know about this topic that can support my preparations?



GETTING MENTALLY PREPARED

5. Is there someone who can hold me accountable and support me on this endeavor?

6. What is the worst that can happen if I go for it?

7. What will it cost me if I don't take this risk? Am I okay with that?



NEGOTIATION HISTORY

1. What did your family teach you about negotiating? Was advocating on one's behalf off-limits, repressed, welcome, used little or often?
2. What negotiation approach did those around you utilize? (Aggressive, cooperative, indirect, passive, constructive?)
3. Did those around you negotiate or not? Why do you think that was?



NEGOTIATION HISTORY

5. Do early memories bring up negative or positive emotions about negotiating?

6. When you were a child, was it acceptable for girls to push back? Why do you think that was?



NEGOTIATION HISTORY

- 7. How did you get what you wanted as a child?**
- 8. What other major experiences or factors have shaped you as a negotiator (or as someone who avoids negotiating)?**



WHAT DO YOU WANT AND WHY?

Before you sit down to make your request, you must get very clear on why you're asking in the first place.

Examples:

I want to apply for a new position in the company → I'm not engaged in my role, I don't like this area as much as I anticipated

I want to move to a compressed four-day work week → I'd like some control over how my work gets done and I'd like more flexibility in my schedule

I'd like a 10% raise → I'd like recognition for my performance and contributions; I would like to know my compensation is on par with other top performers

- 1. What is your position on the matter at hand? What are you asking for?**



WHAT DO YOU WANT AND WHY?

3. **What is your deeper concern or interest?**
4. **What is costing you to not have it now?**
5. **What will you gain if your request is granted?**
6. **Based upon the above, my “why” statement is:**



KNOWING YOUR OPPONENT

Most of us fear that the negotiation will erode the relationship. This worksheet is intended to help you examine whether the relationship is more important than what you want and assess whether it is truly an either-or situation.

1. Describe your relationship with this person:
2. What is your predominant thought about the relationship?
3. How does that thought impact how you feel and how you will show up in the discussion?



KNOWING YOUR OPPONENT

4. **What is the worst that can happen to the relationship as a result of asking for everything you want in this discussion?**
5. **What is the worst that can happen to the relationship if the conversation gets contentious?**
6. **What is the worst that can happen if you are overruled, or all your requests are denied?**



KNOWING YOUR OPPONENT

7. Pick one of your worst-case scenarios above and describe how you would respond? In what way would that scenario be okay?

8. How does the importance of my request compare to my desire to maintain a friendly relationship with this person?



KNOWING YOUR OPPONENT

10. How fragile is the relationship?

11. What would happen if this relationship became cold?



NEGOTIATION PLAN

Part of the preparation process involves doing your homework. The better prepared you can be about your situation, the more confidently you can show up.

Opener: This is where you utilize a hook to open the conversation and engage interest. Set the stage. What is your intention with the discussion?

I'd like to talk about....

Gratitude: To transition to your request, begin by expressing your gratitude for your present state. This will set the tone and let the others know that your intent is not threatening or ungrateful.

First, I would like to let you know how much I appreciate everything you have taught me these past years...your support and encouragement has been invaluable.

Make Your Case: This is where you lay out your thesis and your evidence to support your position. You may also use this space to preempt obvious objections by addressing them outright.

Would it surprise you to know...(lay out facts that support your request)...over the past several years, I have gotten experience.....

Request: Make your request simply and clearly

I'm asking to build on my past experiences, and I have prepared a written proposal that lays out my plan...In summary, I am asking for...

Closing: Briefly reiterate your request and express gratitude for your past experiences while also confirming your future commitment.

Again, I want to thank you for providing me with so many great learning opportunities....I'm committed to the firm and look forward to the opportunity to expand my responsibilities here...



NEGOTIATIONS—GOOD QUESTIONS TO ASK

As the negotiation continues, asking questions that deepen the discussion and indicate your willingness to see all points of view can strengthen your position and provide you with valuable information.

Help me understand how you arrived at that conclusion.

Can you walk me through how these decisions are made?

What do you think is the biggest challenge in moving forward with my request?

What can I do to help you get more comfortable with this request?

Would you be open to trying out my proposal for a trial period after which we can re-evaluate?

What is the best way for us to...?

How flexible are you on that particular item?

What is the most important element to you? Why?

How do we move forward from here?

Is there a way we can both come away from this successfully?

Is that the best you can do? Can you help me understand why that is?

Tell me about your rationale.

Is there a different way we can approach this?

Are there stakeholders we can ask to join this discussion for additional perspective?

What would it be like if we agreed to try to make this work?

Is there a way I can make this more appealing to you?

If not now, when?



NEGOTIATIONS—POSTMORTEM

Once the negotiation concludes, we examine the experience so that we can learn and sharpen our tools. As soon as you can, after the negotiation ends, take time to examine where there is room from growth.

1. On a scale of 1-10, how did I show up in the negotiation? Explain your rationale.
2. What was my predominant thought during the negotiation? How did that thought impact how I showed up and presented my case?
3. How did I feel after the negotiation was over? Why?



NEGOTIATIONS—POSTMORTEM

4. What kind of a negotiator was I? Select three words to describe yourself.

5. If I were watching the negotiations as an outsider, how would I describe the negotiation? What would be my key observations?



NEGOTIATIONS—POSTMORTEM

6. What did I do well during the negotiation?

7. What tactics were the most effective during the negotiation?

8. What would I do differently if I could do it all over again?



NEGOTIATIONS—POSTMORTEM

9. Where can I improve for next time?

10. Is there a tactic I would like to try in my next negotiation?

