

TIP SHEET: Negotiating

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1. **Remember they didn't hire you, cast you or stop to discuss your painting by mistake.** The negotiation may not always be successful, but if they're negotiating, they are interested in you.
2. **Prepare, prepare, prepare.** Develop a negotiation strategy. Assess your goals and interests; research your negotiating partner's goals and interests. Know the strengths and weaknesses on both sides, the obstacles to agreements and the options. Know your own objectives and be firm about your bottom line.
3. **Beware of body language.** Don't nod approvingly at statements, don't roll your eyes. Keep a pleasant poker face at the table.
4. **Don't be afraid of silence.** Sometimes when you are talking, you can only give things away.
5. **Call a break or breaks.** Take the time to think about things and take good notes!
6. **Treat the other side with respect.** Avoid anger, sarcasm and insults. Balance aggressiveness with reasonableness. Maintain a courteous atmosphere.
7. **Be prepared for alternatives.** What will you do if you don't get the agreement you want? What can you achieve through alternatives? Alternatives keep the negotiating going and protect you from agreeing to something on the spur of the moment that you may not want.
8. **As an individual, you may get more if you are prepared to walk away from a situation which does not fulfill your goals.**
9. **Be physically and mentally prepared for the negotiating process.** Be on time, be early enough to be comfortable. Turn off your cell phone.
10. **Don't look at results as a win or loss.** Keep your focus on issues, not the people or personalities. Is it a fair resolution? Know how to pick your battles.
11. **Remember the other side is a partner, not an enemy.** Ask them for help: how can we address this issue? What ideas do you have? How can I help you here?