**Negotiation Skills**

After watching the clips on Moodle, complete the following questions & activity.

1. What is involved in negotiating?
2. Provide three examples of when negotiation skills would be advantageous in an individual’s career development.
3. List 5 things an individual could do to prepare for a negotiation.
4. Describe three skills that will assist an individual in a negotiation.

Practice negotiating a promotion or power rise. Working in pairs, one of you act as the employee and the other as an employer, based on the scenario below. Add in extra information as long as both of you agree to it.

**Scenario:** You have been working for as a chiropractor for five years with the same company (of a staff of five chiropractors and two secretaries). During this time you have brought in numerous new clients and participated in promoting the company at seminars. You also take on practicum students from the local university. You have recently taken on the responsibility of running the company’s website. The company’s profits have increased over the last two years.

Reflection after the activity

1. What skills did you use?
2. How did you prepare before the negotiation
3. What outcome did you achieve & how do you feel about it?
4. What would you do differently next time and why?