

Lunch and Learn Leadership Skills Workshop

Everyday Negotiations:

Preparing for Success

Facilitator Notes

Workshop Objectives

Participants will:

- Review the basic principles of negotiation
- Practice preparing for everyday negotiations

Workshop Outline

Time	Activities
9 minutes	Intro to course themes and objectives <ul style="list-style-type: none">• Welcome and Workshop Objectives• Opening Video: “How to Negotiate like a Pawn Star”
6 minutes	What is negotiating and why do you need to know how to do it? <ul style="list-style-type: none">• What is negotiation? Who do you negotiate with? How can you use negotiating skills in your union work?
18 minutes	Skill Development: Preparing for Negotiation <ul style="list-style-type: none">• Review negotiation tip sheet• Small group activity: task sheet• Full group debrief
1 minute	Wrap Up

Workshop Set Up and Preparation

Supplies & Equipment

- Lap-top with PowerPoint and external speakers
- LCD projector, screen, internet access for YouTube video
- PowerPoint slides on lap-top or memory stick
- YouTube video: “How to Negotiate Like a Pawn Star”
- 1 pen per participant

Room Preparation

- Room set up: Tables with 4-6 people each, preferably round tables
- On each table: 1 pen per participant on tables

Preparation for Session

- Queue: PowerPoint slides and YouTube video
YouTube link: <http://www.youtube.com/watch?v=mxqXBscKAv0>
- Handouts: One Task Sheet per participant. One Tip Sheet per participant. Have them ready to distribute but don't hand them out yet.
- Facilitator Materials: Go through the facilitator materials carefully and highlight everything that you want to say or emphasize. This will make it easier to keep your place and not forget what you need to say while facilitating.
- Statement of Respect: Designate two people to deal with harassment or discrimination. One of those people should identify as female.

Detailed Facilitator Notes

40 MINUTES

1 Welcome and Introduction to Course Themes (12 minutes)

Set Up: Put the “Course Objectives” PowerPoint slide on the screen. Queue YouTube video, “How to Negotiate like a Pawn Star”

1.1 Facilitator introduction (1 minute)

- **Introduce yourself** as facilitator: say your name, where you work and your interest in this course. Be very brief.

1.2 Read the Statement of Respect: (1 minute)

Statement of Respect

Harassment or discrimination of any kind will not be tolerated at OPSEU functions.

Whenever OPSEU members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our union members.

We accord respect to all persons, regardless of age, political affiliation, including people of colour, women, men, First Nations, Métis and Inuit peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgender/transsexual people, and gender diverse persons, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union members.

If you believe that you are being harassed or discriminated against contact _____ (specify names) * for immediate assistance. **[STOP READING HERE.]**

** It is the event coordinator's responsibility to designate at least two qualified persons. The names and phones numbers of such persons must be listed. One of the designated members shall be female.*

Revised September 2013

1.3 **Participant Introductions (5 minutes)**

- **Ask participants** to introduce themselves to the class by giving their name, where they work, and why they're taking this workshop.
- **If you have a large group (more than 15 people)**, you can have them do this in table groups. In that case, tell them they have a few minutes to introduce themselves to each other. After three or four minutes, ask them to wrap it up.

1.4 **Workshop introduction (2 minutes)**

- **Introduce the topic** of the workshop – Everyday Negotiations: Preparing for Success.
- **Explain** that we have a very short period of time, so we are going to focus on two workshop objectives today. **Participants will:**
 - **Review the basic principles of negotiation, and**
 - **Practice preparing for everyday negotiations.**

1.5 **Opening video (3 minutes)**

- **Say** that before we get started we're going to watch a very short video about negotiations.
- **Play the “How to Negotiate Like a Pawn Star” video** from YouTube.
- **After the video, say** that while this video has nothing to do with union work, the tips he shared are pretty much universal for any negotiation:
 - Research and know your stuff before negotiating
 - Figure out what the other person wants
 - Be willing to walk away if the other side is being unreasonable
 - Don't be unreasonable yourself or take advantage of the other party.
- **Say** that we will explore these ideas further in the workshop.

2 **What is negotiating and why do you need to know how to do it? (8 minutes)**

Set up: PowerPoint slide of definition of negotiation queued but not showing yet.

2.1 What is negotiation? (3 minutes):

- **Tell participants** we will start from the beginning: what is negotiation?
- **Ask participants for answers.** Let a few people answer.
- After the answers, **put the PowerPoint slide with the definition** on the screen and read it out loud.

2.2 Large group discussion (5 minutes):

- **Ask participants the following questions:**
 - Looking at this definition of negotiation, how many of you have experience negotiating?
 - Who do you negotiate with on a regular basis? (Possible answers: Friends, family, kids, spouses, etc.)
 - How can you use negotiation in your union work? (Possible answers: formal meetings with the employer, dealings with members in the local, etc.)
- Through these questions, **highlight that everyone has lots of experience negotiating** even if they haven't done it formally, and that it is an important skill to develop for our union work.

3 Skill development: Preparing for Negotiations (18 minutes)

Set up: Hand out Negotiation Tip Sheet and Task sheet. PowerPoint slide, "Negotiation Tips" showing. One pen per participant.

3.1 Review Negotiation Tip Sheet (5 minutes)

- **Tell participants** that one of the most important things they will do in a negotiation is the preparation **before** the negotiation.
- **Ask participants** to turn to their negotiation tip sheet on page 25 of their Participant Materials.
- **Tell participants** we are going to review the first four tips today because they focus on preparing for negotiation. Tell them that the rest of the tips are for their reference after the workshop.
- **Summarize the first four points** quickly (don't read off the sheet).

3.2 Task Sheet: Preparing for Negotiation (7 minutes)

- **Say** that we are now going to practice preparing for a negotiation using the first three tips.

- Ask participants to break into groups of three (can have a pair or two if there are people left over) for our practice activity.
- Ask participants to turn to the Task Sheet on page 24 of their Participant Materials.

Preparing for Negotiation Task Sheet

Scenario:

You have asked for vacation time, but it has been denied because it is a busy time of year. Your collective agreement is silent on the matter. You want to talk to your manager about the request. Answer the following questions in preparation for your meeting with the manager.

What is your main demand? What is the least you will accept?

What do you think your employer is willing to give?

What are you willing to give in exchange for your demand?

- Tell the participants they have about five minutes to answer these three questions together.
- Once it is close to the end of that time, ask them to finish up.

3.3 Debriefing the Task Sheet activity (6 minutes)

- Ask the class: Did you feel more prepared to meet the employer after answering these questions? Why or why not? Allow discussion until one minute before the end of the workshop.

4 Wrap Up (2 minutes)

Set up: Tip Sheets.

4.1 Thank the participants for their participation.

4.2 Tell the participants that you hope they will find the Tip Sheet handy for future reference.