

Advanced contract negotiations

SPEAKING

LEVEL	NUMBER	LANGUAGE
Advanced	EN_BE_3310S	English

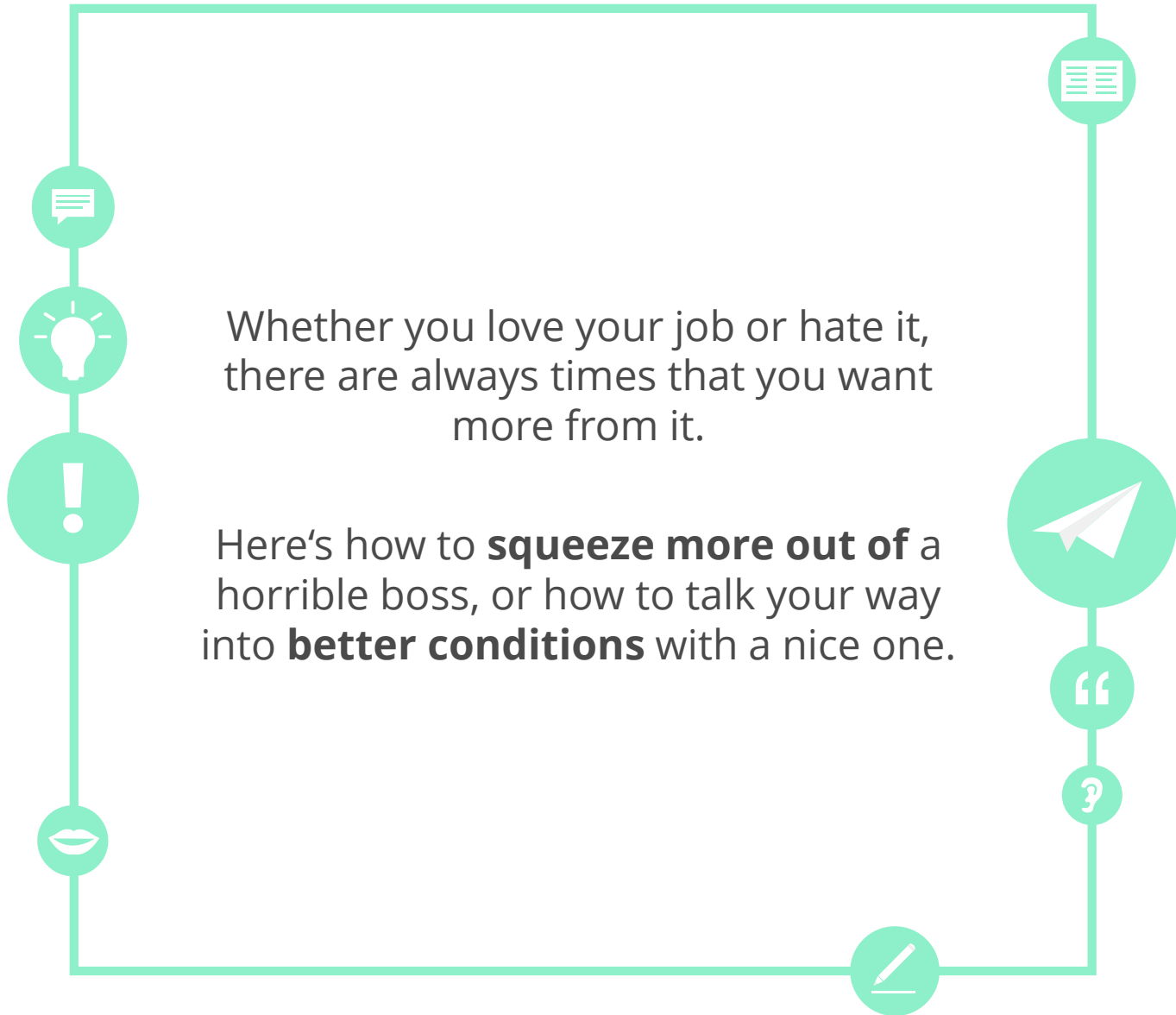




Goals

- Can recognise and recall some key strategies when negotiating a working contract.
- Can take part successfully in a negotiation, where I present myself strongly and maintain realistic expectations.







Negotiations

Negotiations can result in different outcomes, such as the ones listed below.

**Which one is closest to how your most recent negotiation went?
Describe what happened.**

I win – you lose

you win - I lose

win some – lose
some

win – win



Speaking

Answer the questions about contract negotiations below.



1

Is it normal in your country to negotiate contracts when starting a new job?

2

Have you ever done it and did you successfully get any conditions changed?

3

What kinds of conditions are normally negotiated when starting a new job?



Negotiating a contract

- Here are some things to think about when **negotiating a contract**.



When negotiating a contract, you should know your **market value**.

You should also be aware of any **legal limits** imposed on workers in your country.



Working conditions are regulated in most countries by external bodies.

Certain industries and companies rely on **salary structures** to pay employees.





Answer these questions

How do you think you can find out your market value when applying for a job?

What is the legal limit for working hours and overtime in your country?

Which bodies regulate working conditions in your country?

Which industries often rely on salary structures? What are the advantages of this?

contract negotiations

Contract negotiations generally revolve around two things:

1. **Working conditions** and **salary**: this includes hours of work, rest periods, paid holidays and leave, as well as physical and mental considerations.
2. **Areas of responsibility** and **tasks**: this includes workload, the company hierarchy, teams and management.



Your offer is slightly **below my expectations**.



Placing value in contract negotiations

- There are three main areas in **contract negotiations** where we should really make sure our **value** is known.

Place value on...

...your skill set and experience in relation to the position.

...your skill set and experience in relation to the market.

...other elements such as motivation, your commitment to the company, etc.





Things to bear in mind

- **Attitude:** be constructive and show your commitment to the company.
- **Clear communication:** know what is being offered and what you have to do.
- **Be realistic:** don't be unreasonable and stubborn.
- **Think long-term:** make sure the outcome of the negotiations is paired with your career goals.





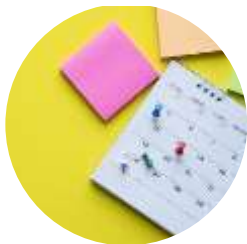
Negotiating a contract for a new job

- The phrases below can be used when **negotiating a contract** for a **new job**.



Your salary offer **falls short** of my expectations.

The offer **lies** slightly **below my expectations**.



The **probation time** should be shorter.

I would agree to a lower salary if it meant the working hours were **reduced**.





Negotiating a contract for a new job

- Here are some more phrases you can use.



Not only do I have the perfect **skill set** for the position, but I also know the **processes** well.

The price for my skills is much higher **on the market**.



Compared to other companies, the **value put on my skills** here is below average.

I was hoping to start with a little more **responsibility** than this.





Giving reasons

**You must give reasons to support the point you are negotiating on.
What reasons can you think of for each of these points?**

1. My probation period should be shorter because...
2. I should take on more responsibility immediately because...
3. I can agree to a lower salary, but only if...
4. I know the processes of this company well because...



Speaking

What would you say in each of these situations? Practise with your teacher or classmates.

The salary you have been offered is £2000 lower than you expected.

Your probation period will last one year.

You will receive only 80% of your salary during the probation period.

You know a rival company pays more than what you are offered.



Get ready to listen



The next few pages will focus on your listening comprehension.



Renegotiating a contract

- After a certain amount of time in a company, **employees** are called in for a **performance review**. This is an opportunity to **renegotiate your contract**.



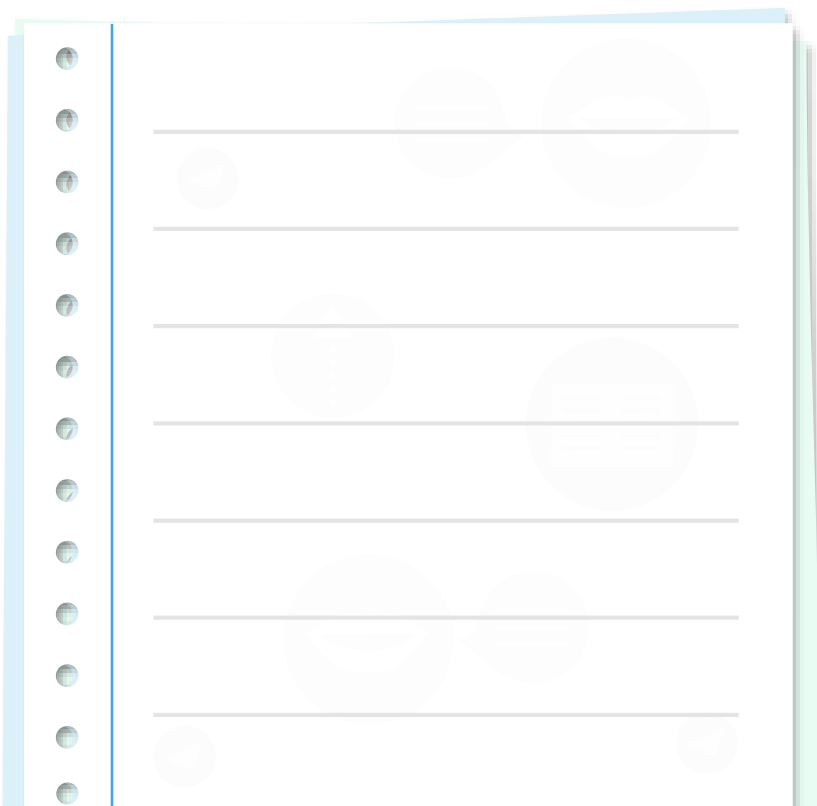
It's high time I was given a **raise**!



While you're listening...

Listen to someone renegotiating their employment contract during a performance review.

Note down the reasons they give for wanting a salary raise.





What do you think?

**Do you think the person in the listening deserves a raise?
Do you think 10% is reasonable, too high, or could they have asked for more?**





Asking for a raise

What other reasons are there to ask for a raise? Can you think of anything that was not mentioned in the listening?





Renegotiating

What other things might someone want to renegotiate in their contract apart from the salary?



working hours

level of seniority



Negotiating tips

Some science says these negotiating tips work. Why do you think they work? How comfortable would you be with using them to negotiate your salary?



ask for an enormous amount of money

stand with your hands on your hips

show your emotions – get angry, get happy!

don't talk about money



Negotiating

**Write down some of your own negotiating tips.
Think about the techniques that you would use while negotiating.**





Your contract

Think about your job (or, if you don't feel comfortable sharing, make a job up).

Make notes on things you would like to renegotiate in your contract.



- Think about what you can offer in return for what you want:
 - more responsibilities?
 - longer working hours?



Renegotiating

**Tell your teacher or classmates about what you want to renegotiate.
Would they agree to it or do you need to persuade them further?**

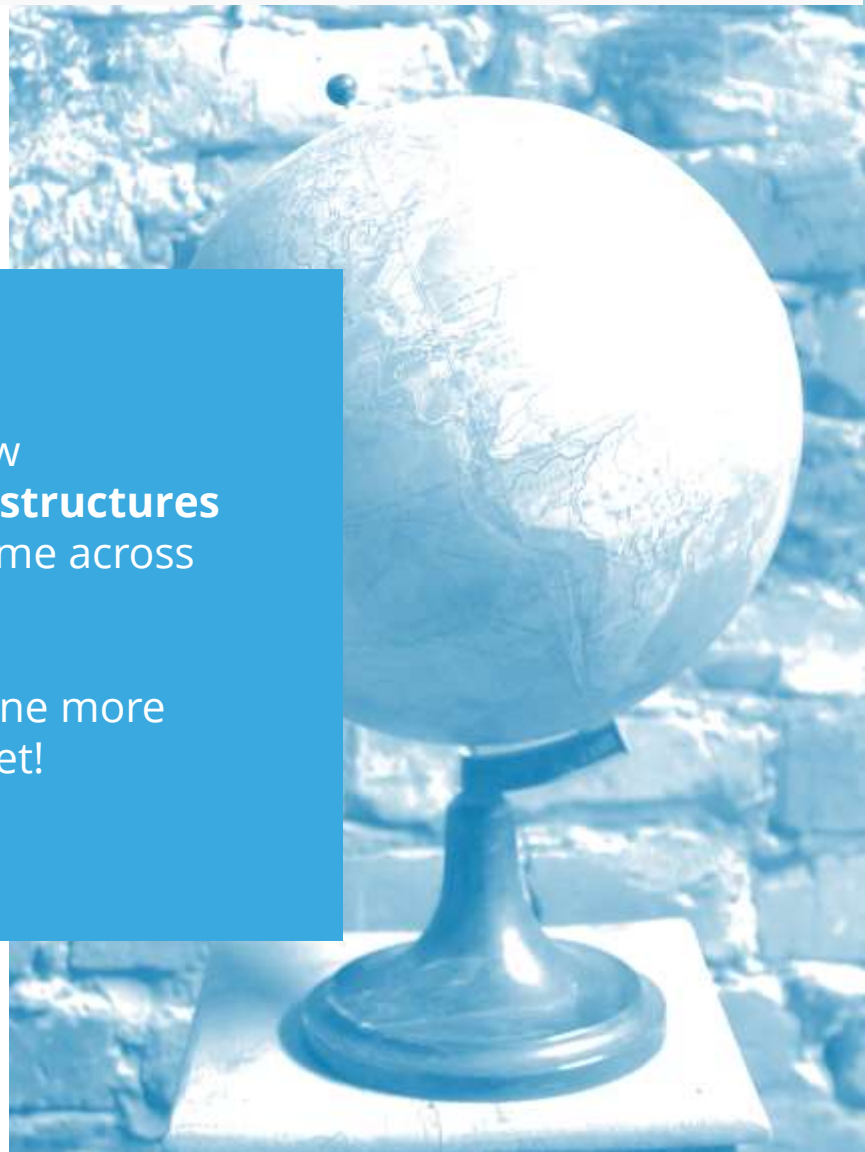




Reflect on this lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!

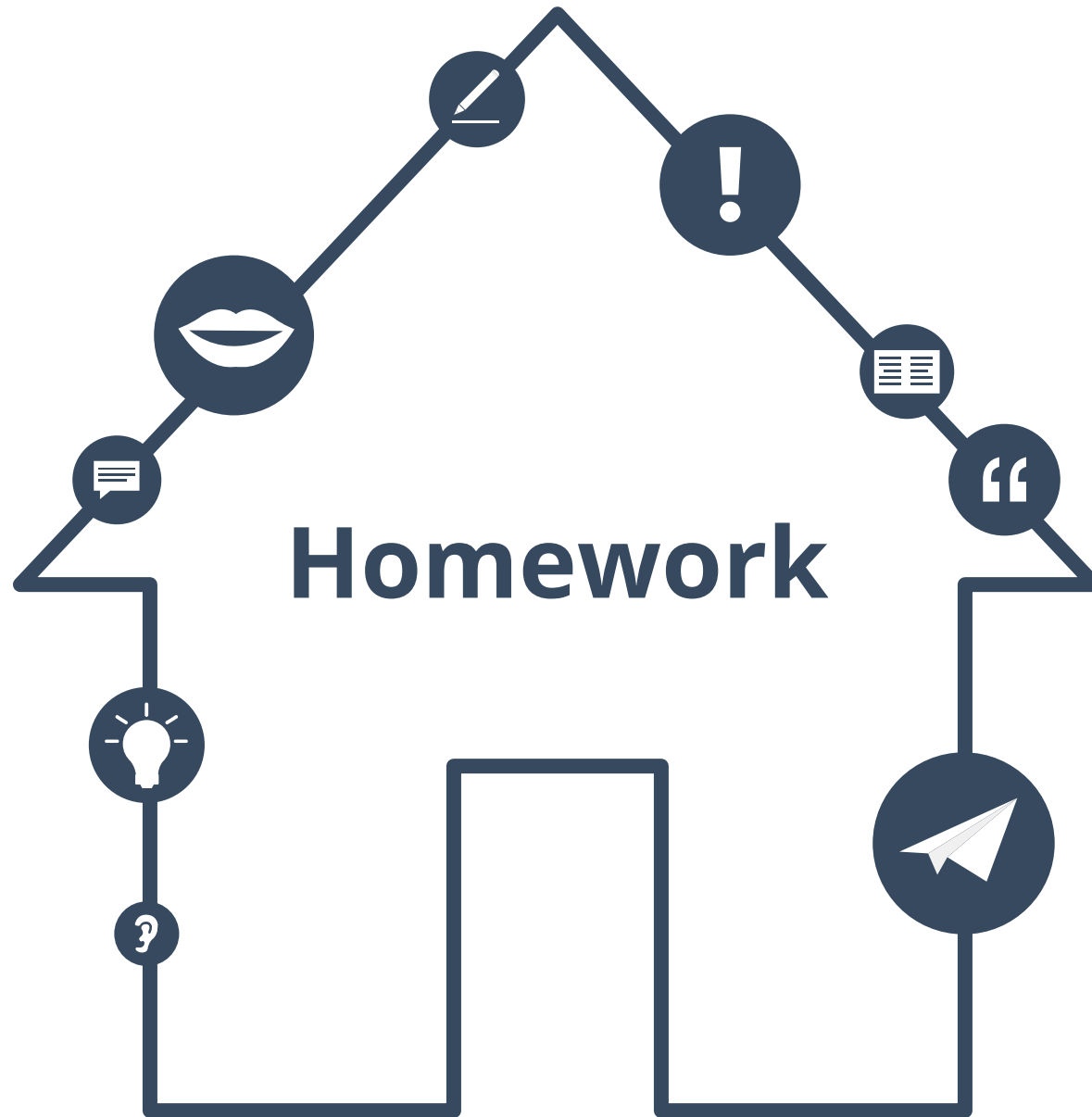




Transcription

Exercise p. 17

I would like to ask for a 10% raise on my current salary. As you know, I have proven my commitment to the company's mission through the projects I have completed and the effort that I have put into them. After working here for a year, I now identify with the company and want to contribute to its success. I should mention that I have been offered a position with another company, but I would like to stay here if an agreement can be reached. At the moment, I am the only person in the company who can deal with the issues with our main overseas client and, because of this, it would cost you both profit and the business of that client if you were to hire someone new and train them from scratch.





Think about your dream job and imagine you have had it for a year. What would you like to renegotiate in your contract? Write down your statement here.

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