



**Northern Illinois
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Negotiating With Confidence

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Why Negotiation Matters



We negotiate:

- Priorities
- Resources
- Boundaries
- Expectations

Key challenges:

- Women often balance:
 - Assertiveness
 - Relationship management

Ultimate goal:

- To advocate clearly while building alignment.

What Research Shows



- Women often excel in collaborative negotiation.
- Preparation improves outcomes significantly.
- Relationship-focused communication builds trust.

Important Insight

Assertiveness + collaboration is highly effective.

Preparation Is Power



Prepare:

- Your target outcome.
- Your best alternative to a negotiated agreement (BATNA).
- Your trade-offs.

Reminder:

Confidence comes from preparation.

Tactic 1: Anchor With Purpose



- Set the first reasonable target.
- Explain the rationale.
- Stay calm and direct.

Example:

Purposeful anchor:

"Based on the additional responsibilities I've taken on and salary data for comparable positions, I'd like to discuss increasing my salary to \$85,000."

Why it works:

- Connects the number to objective criteria.
- Frames the conversation around facts and value, not just desire.

Tactic 2: Collaborative Framing



Blend clarity with partnership.

- Use "I" statements for clarity.
- Use "We" statements for shared goals.

Example of Collaborative Framing:

Pat wants additional support on a major project but knows the manager is concerned about budgets and staffing.

Pat: "We're both trying to deliver this project on time and maintain quality. Could we explore some options together that would help us meet the deadline?"

Manager: "What options do you have in mind?"

Why it works:

- Focuses on shared interests

Tactic 3: Trade Strategically



Never give without getting.

- Use “If... then...” proposals.
- Use mutual value exchanges.
- Try to move to a “win-win.”

Example:

Salesperson: “We can reduce pricing by 10%, but we will need to extend the contract to 12 months.”

Small Shifts, Big Impact



- Pause after your ask.
- Mirror key language.
- Acknowledge concerns.
- Use objective criteria.
- Make reasonable asks.
- Summarize alignment.

Practice Activity



Practice negotiating.

Take 60 seconds to come up with an example of an upcoming negotiation in your life, or choose an issue you want to negotiate. Examples:

- Negotiating a deadline extension
- Requesting additional team resources
- Dividing responsibilities on a team project
- Flexible work arrangement
- Handling competing priorities
- Increasing salary
- Buyer/seller negotiation
- Conference attendance request
- Carpooling with your spouse
- Negotiating elder care with your siblings

Practice Activity



Reflection Questions:

- What are you negotiating?
 - Tactic 1: Anchor with purpose
 - What is your anchor?
 - What is your purpose?

Practice Activity



Reflection Questions:

- Tactic 2: Collaborative Framing
 - What is the shared goal?
 - What is your goal?
 - What are your "I" statements?
 - What is the other party's goal?
 - What are your "We" statements for shared goals?

Practice Activity



Reflection Questions:

- Tactic 3: Trade Strategically
 - What are your trade-offs?
 - What are your “If... then...” proposals?
 - What win-win outcomes can you envision?

Discuss With Your Group



- Form groups of two.
- Follow instructions on handout.

Key Takeaways



- Prepare thoroughly.
- Anchor early.
- Frame collaboratively.
- Trade strategically.
- Practice ahead of time.

Closing Thought:

Negotiation is a skill — and a leadership strength.

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