

# Negotiating Styles



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This quick **Reference Negotiation Check-list** should be used as a reminder prompt before and after a negotiation. By being more aware of the negotiation styles you will be better equipped to achieve your desirable outcome.



## COMPETITIVE STYLE

### Use When:

- Require quick results
- Something is not negotiable
- You are ready to walk away

### Be Cautious Of:

- Over-using
- Creating deadlocks
- They are most interested in winning
- Creating Revenge



## AVOIDANCE

### Use When:

- When emotions are high (sadness, anger, etc.)
- There is insufficient information
- The other party is over-competitive

### Be Cautious Of:

- Being passive-aggressive
- Missing opportunities
- Leaving conflict unresolved for a longer time period



## ACCOMMODATE

### Use When:

- You've made a mistake
- The concessions value is understood
- You intend to lose in the short term for a better long-term

### Be Cautious Of:

- Playing into competitive styles
- Avoiding the need to make tough decisions
- They could perceive you have 'deep pockets' and there is more to gain



## COMPROMISE

### Use When:

- You have a solid rationale
- Time is running out
- You trust the other party
- You haven't reached your bottom line

### Be Cautious Of:

- Using this style as an excuse for your poor preparation, ie. you have good rationale to say no.
- Not understanding what they value
- If they know you to be a 'compromiser' then watch out for extreme anchoring.



## COLLABORATIVE

### Use When:

- Relationships and reputation are important
- Everyone's needs are important
- There is time and will for innovative solutions

### Be Cautious Of:

- When they are overly competitive, stretched or stressed
- You are really putting the time and energy to the wrong person