SKILL TREE™

19: *The Power of Negotiation*

13–16 ADULT

A Lesson on Communication, Confidence, and Building a Competitive Advantage by Advocating for Yourself and Others

Introduction for the Facilitator

Negotiation isn't just for high-powered deals or job offers. It's a skill that shows up in everyday moments: discussing schedules, requesting resources, resolving conflict, or setting boundaries. For students, trainees, and adult learners, negotiation is about clear, respectful communication that gets results.

This lesson helps learners see negotiation as a core **professional skill** that strengthens their **personal competitive advantage**. Whether they're negotiating time, support, compensation, or project roles, learners who negotiate with respect and clarity gain influence, confidence, and better outcomes.

Negotiation isn't about being aggressive; it's about being prepared, assertive, and collaborative.

In this lesson, adult learners in college and workforce development settings can advance their negotiation skills. The lesson includes:

- **A relatable Scenario to illustrate negotiation skills in everyday life**
- **8 Guided Group Discussion Questions with follow-up questions**
- **8 Journal Prompts to expand personal insights on negotiating effectively**
- **8 personal Skill-Building Strategies**
- **A printable Action Planner for reflection and application**

CAREER TREE®

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Scenario: The Raise Request

Kiana, 28, is finishing her apprenticeship and working full-time. She's consistently performing above expectations, has completed all certifications early, and is helping train new hires.

After talking with a mentor, she schedules a meeting with her supervisor. She prepares a short list of her contributions, outcomes, and growth goals—and politely asks for a wage increase.

Her supervisor replies, "Thanks for preparing so clearly. We'll revisit this next week with HR."

A week later, her raise is approved. Kiana realizes negotiation isn't about asking more. It's about showing why and how you bring value.



Guided Group Discussion Questions

1. **What comes to mind when you hear the word "negotiation"?**
   Follow-up: What emotions or beliefs do people associate with it?
2. **Why do many people avoid negotiating, even when they should?**
   Follow-up: What might help reduce that fear?
3. **What makes someone a strong, respectful negotiator?**
   Follow-up: How do confidence and preparation work together?
4. **How is negotiation connected to your personal competitive advantage?**
   Follow-up: When does it create new opportunities?
5. **What's the difference between negotiating and demanding?**
   Follow-up: What does tone, timing, and mindset have to do with it?
6. **How do you know what's "reasonable" to ask for in a negotiation?**
   Follow-up: Where can you do your research?
7. **When have you negotiated successfully, formally or informally?**
   Follow-up: What worked well?
8. **What's a future scenario where you'll likely need to negotiate?**
   Follow-up: How can you prepare for that now?

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Journal Prompts

1. **Describe a time you negotiated something important. What did you learn?**
2. **What do you typically feel before, during, and after negotiating?**
3. **What's one belief about negotiation you'd like to unlearn?**
4. **What situations in your life today require better negotiation?**
5. **How do you balance assertiveness with respect during hard conversations?**
6. **What information, preparation, or support helps you feel ready to negotiate?**
7. **Who do you know that negotiates well, and what can you learn from them?**
8. **How does strong negotiation help you pursue your goals and lifestyle vision?**

Skill-Building Strategies

1. **3-Part Ask Framework:** Be clear, be concise, be constructive. (What I need + Why + How it helps both sides.)
2. **Role Play Practice:** Pair with a peer and take turns negotiating mock scenarios: raise, schedule, grade, equipment, etc.
3. **Confidence Builder:** Write out 3 reasons why your request is valid based on facts, not emotion.
4. **BATNA Awareness:** Know your Best Alternative To a Negotiated Agreement. What's your backup if the answer is no?
5. **Tone Tracker:** Practice saying your ask aloud with calm, respectful language. Record and listen back.
6. **Timing Matters:** Learn to read the moment: Is now the right time? Has the other person had time to prepare?
7. **Negotiation Log:** Track every time you negotiate, even small wins. Reflect on what's working.
8. **Goal Alignment:** Frame your ask in a way that supports shared goals (e.g., "This helps me stay focused on this project").

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Reflect and Prepare

Name:

What Is Negotiation?

Negotiation is a skill that helps you advocate for your needs and priorities while respecting others. It builds your personal competitive advantage through clarity, courage, and collaboration.

Why This Matters to Me

Why is negotiation important in your school, job, training, or personal life?

_____

_____

_____

_____

_____

_____

My Patterns and Beliefs

When I need something, I usually: _____

What I want to change or strengthen: _____

What belief could support better negotiation? _____

Belief Shift

Circle or write a belief that supports your growth:

"Asking clearly is not asking too much."

"Negotiation builds clarity and respect."

"My voice matters in every space I'm in."

"I can be both kind and assertive."

Other: _____

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Negotiation Practice + Progress

Name:

My 28-Day Negotiation Goal
What situation, relationship, or habit will you negotiate around this month?

What's your desired outcome, and how will you prepare? _____
How will you reflect or track progress?
❑ Journal ❑ Practice log ❑ Peer review ❑ Self-reflection

Restart Plan
When I feel nervous or avoid negotiating, I will:
❑ Write my ask and practice aloud
❑ Use my anchor phrase: "It's okay to ask."
❑ Get input from someone I trust
❑ Other: _____

Weekly Reflection Prompts
1. Where did I speak up or ask clearly this week?

2. How was it received and how did I handle it?

3. What feedback or growth came from the experience?

4. What will I refine for next time?

28-Day Negotiation Tracker

Focus situation or habit: _____

Week 1 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 1 go? Circle one word:
✔ Clear ✔ Nervous ✔ Respectful
✔ Direct ✔ Empowered ✔ Growing

Week 2 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 2 go? Circle one word:
✔ Clear ✔ Nervous ✔ Respectful
✔ Direct ✔ Empowered ✔ Growing

Week 3 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 3 go? Circle one word:
✔ Clear ✔ Nervous ✔ Respectful
✔ Direct ✔ Empowered ✔ Growing

Week 4 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 4 go? Circle one word:
✔ Clear ✔ Nervous ✔ Respectful
✔ Direct ✔ Empowered ✔ Growing

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