

The man  
who rolls up  
his sleeves  
seldom loses  
his shirt.

*Thomas  
Cowan*

## NEGOTIATING

### Preparation

- DETERMINE OBJECTIVES  
Know what you want to have when you walk away from the meeting. Be specific, prioritize and focus on the most important, timely issues.
- WHAT ARE THE ISSUES? HOW WILL EACH SIDE SUPPORT THEM?  
The research you do on a host of topics will serve you well when you have to address issues. Also, doing your homework on the history of the issue at GSU and how it is thought of by key administrators will serve you well.
- HOW CAN I ESTABLISH A WIN/WIN CLIMATE?  
Be positive going in, expressing your concern that all parties involved are treated fairly. This will take the most brain power, as you will have to think of things from all sides.)
- WHAT ARE YOU WILLING TO ACCEPT OR GIVE UP IN A COMPROMISE?  
Again, focusing on what is most important in your proposal/idea will help you know what you can live with and what you can't live without.
- HOW FORMAL SHOULD THE AGREEMENT/CONFIRMATION BE?  
Sometimes a simple verbal agreement will do, sometimes following up with a memo with your understanding of the outcome of the meeting is necessary. Standard rule of thumb - CYA.

### Negotiation

- BE COMFORTABLE, FRIENDLY, AND RELAXED.  
If you go in tense, looking for antagonism and conflict, nothing can keep you from finding it.
- SHARE YOUR GOALS, LISTEN TO THEIRS, SET UP A CLIMATE OF CONSIDERATION AND COOPERATION.  
If you feel more comfortable, make notes before you go in. You can also type a copy of your goals and issues to present across the table, which helps for later reference.
- RAISE SPECIFIC ISSUES.  
Again, focus and prioritize.
- EXPRESS DISAGREEMENT AND/OR CONFLICT POLITELY AND WITH WELL THOUGHT OUT, WELL SUPPORTED REASONING.  
After the meeting has progressed, reassess your positions and determine what compromise is acceptable.
- AFFIRM AGREEMENTS.  
Before leaving, recap what just happened to make sure you are both on the same page and had the same conversation.

### After

- THANK THE PERSON FOR THEIR TIME.  
Either through e-mail or a memo.
- IF NEEDED, FOLLOW UP WITH A MEMO THAT CAN SERVE AS THE UNOFFICIAL "MINUTES" OF THE MEETING.  
You may not always send it to the others involved, but keep it for your records and for the sake of posterity.

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