

NEGOTIATING CANVAS

GUIDE TO PAY RISE NEGOTIATION SUCCESS

REVEALED:

**How to Avoid
Financial Setbacks
and Optimise your
Salary Package**



Hello!

When you are in a negotiation and the pressure is on, your preparation is what you will fall back on.

It's in the preparation where you think through your key messages, tie it to organisational strategy, plan your pitch and prepare for the questions or push-backs that are likely to come.

This negotiation canvas is a template I developed to support all kinds of negotiations. By preparing each section you can be certain you have everything covered.

It allows you to see your whole negotiation from end to end and when completed is a fantastic reference.

Print your template out on A3 sized paper and start planning.

Let's get started!



Alex Hanlon

Negotiation Navigator & Coach

Negotiating Canvas

My motivation:

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OPENING:

NOTES ON MY ASK

LIKELY COUNTER STRATEGIES:

OBJECTIVES / EVIDENCE OF SUCCESS FOR ME:

CLOSE ITEMS / RECAP:

MY RESEARCH / PERFORMANCE:

OUTLINE PROCESS:

GO TO LABELS:

GO TO QUESTIONS:

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The purpose of your negotiation is to show your boss (or prospective boss) that you are the answer to their problem.

Identify their biggest problem and become the answer.

That should be your focus.



Negotiating Canvas

QUICK REFERENCE GUIDE

The notes made here are a guide only. Your research and your own style should always inform the items you negotiate and the language you use when you do it. Make it yours.

Negotiation Plan on a Page

OPENING:

Thank you for meeting with me, I know that you are busy so I appreciate your time...

Plan your opening. Make it friendly but firm. Take control of the agenda. This is your negotiation.

OBJECTIVES / EVIDENCE OF SUCCESS FOR ME:

For Me:

For My Boss:

Your relationship with your prospective Boss needs to be enhanced through this negotiation. What other objectives do you have for them?

MY RESEARCH / PERFORMANCE:

Market research range \$00,000 - 00,000

Market conditions frequently include XXX, XXX

Use specific numbers not rounded figures. Note common market conditions.

This isn't everything you did, it's the VALUE you will ADD to the organisation - this is your value in this negotiation.

Negotiating Canvas

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Put your anchor focus here - this is your "why am I doing this" - for women - you will negotiate better if you can negotiate for someone else, like your family!

My motivation:

NOTES ON MY ASK

OUTLINE PROCESS:

1. Opening and thank you
2. Pitch my 'Ask' items
3. Outline options and discuss
4. Counter push-back and return to Options
5. Close items & Recap

This is a memory jogger for high level steps that you want to discuss.

Tip: Do not rush the close, this is the step that sets expectations for what happens next.

Outline your pitch here and allocate some time to each item, and manage the conversation to time, so your discussion doesn't get time squeezed!

Negotiating Canvas

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www.fairpaynegotiations.com fairpay NEGOTIATIONS

LIKELY COUNTER STRATEGIES: (purpose: re-open the negotiation)

When Boss says this:	I will respond with:

CLOSE ITEMS / RECAP:

So if I can just recap what we've agreed here today:

- issue X
- issue Y ... etc

GO TO LABELS: (for emotional responses)

GO TO QUESTIONS:

Write these in as they are agreed in the negotiation so you don't miss anything. Makes following up by email easier too!

Write out your 'Go to' questions for dealing with any emotional responses you might get.

Write out what you are going to say when they push back on you pitch. Get emotionally neutral language sorted ahead of that 'push-back' moment.

Note your 'Go to' questions can unlock a stalled discussion and get the negotiation re-started on a positive basis.

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Finally how to ASK FOR A PAY RISE without feeling 'braggy'!

- Discover the mindset hacks that will settle your nerves
- Understand how to identify your market value
- Find out the specific power of having a BATNA
- Discover the 3 things your boss wants to reward you for
- Find the negotiating strategy specific to your situation
- Learn strategies to address each negotiating 'push-back'

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