

NEGOTIATION SELF-EVALUATION SHEET



Instructions:

Please complete the following self-evaluation by encircling the most appropriate answer for each situation. At the end, tally your results to identify your primary negotiation style.

Section i: Handling Conflict

1. When faced with a disagreement during negotiations, I typically:
 - a. Push back strongly to defend my position.
 - b. Delay the discussion to gather more information.
 - c. Offer to give something to maintain a positive relationship.
 - d. Look for the middle road that balances both sides.
 - e. Collaborate to find a mutually beneficial solution.
2. If the counterpart demands more than I can offer, I:
 - a. Stand firm and refuse to budge.
 - b. Postpone making a decision.
 - c. Agree to their terms to avoid conflict.
 - d. Propose a middle-ground solution.
 - e. Explore creative alternatives to satisfy both parties.
3. If I realize that my counterpart is using delaying tactics, I:
 - a. Confront them directly and demand action.
 - b. Acknowledge the delay and suggest a timeline for resolution.
 - c. Allow them more time to avoid escalation.
 - d. Negotiate a compromise that accelerates the process.
 - e. Identify the reasons behind the delay and collaborate on a solution.

Section ii: Strategy and Preparation

4. Before entering a negotiation, I:
 - a. Prepare arguments to dominate the discussion.
 - b. Research but wait until the counterpart shows their hand.
 - c. Focus on understanding what I can give up.
 - d. Identify areas where compromise might work.
 - e. Study ways to maximize value for both sides.
5. During negotiations, my focus is to:
 - a. Win at all costs.
 - b. Wait for the best opportunity to act.
 - c. Keep the peace by meeting their demands.
 - d. Seek fair trade-offs.
 - e. Build a long-term, cooperative relationship.
 - f.

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1. If I need to influence a decision in a tight timeframe, I:
 - a. Assert my position strongly to drive a quick resolution.
 - b. Emphasize the importance of a timely decision.
 - c. Agree to immediate demands to save time.
 - d. Propose a solution that addresses urgent needs.
 - e. Highlight shared benefits to create mutual urgency.

Section iii: Communication Style

2. When communicating with the other party, I:
 - a. Use assertive and direct language to make my point.
 - b. Listen more than I speak.
 - c. Avoid confrontation and agree quickly.
 - d. Engage in back-and-forth to find solutions.
 - e. Ensure both parties feel understood and valued.
3. If the negotiation turns tense, I:
 - a. Double down on my position.
 - b. Suggest taking a break.
 - c. Give in to keep things smooth.
 - d. Try to mediate and reduce tension.
 - e. Address the tension openly to find a solution.
4. When the other party struggles to articulate their needs, I:
 - a. Take control of the discussion and propose solutions.
 - b. Wait for them to clarify their points over time.
 - c. Offer to adjust my stance to make it easier for them.
 - d. Ask targeted questions to identify their priorities.
 - e. Encourage open dialogue to help them express their needs fully.

Scoring System:

- a. Combative = 5 points
- b. Delaying = 4 points
- c. Concession = 3 points
- d. Compromising = 2 points
- e. Collaborative = 1 point

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Results:

1. Add up your scores for all the questions.
2. Compare your total with the ranges below:
 - ✓ 5-10 points: You lean towards a Collaborative negotiation style.
 - ✓ 11-20 points: You lean towards a Compromising negotiation style.
 - ✓ 21-30 points: You lean towards a Concession negotiation style.
 - ✓ 31-40 points: You lean towards a Delaying negotiation style.
 - ✓ 41-50 points: You lean towards a Combative negotiation style.

Conclusion:

Based on your score, review the description of your negotiation style and consider areas where you might adjust your approach for better outcomes:

- ✓ **Combative:** You focus on winning but may risk damaging relationships.
- ✓ **Delaying:** You take time to act, which can be advantageous but may delay progress.
- ✓ **Concession:** You prioritize agreement but might sacrifice too much.
- ✓ **Compromising:** You balance interests but may overlook opportunities for optimal results.
- ✓ **Collaborative:** You create mutual value but should watch for over-investing time and effort.

Fillable Sections:

Total Score: _____

Identified Style: _____

Reflections/Next Steps:



Watch this video for more information:

<https://youtu.be/SgrqjrgjNPA?si=nyxvwGTjPKZniMtk>