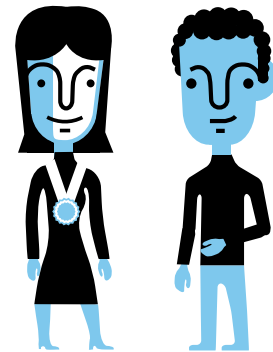


If you've ever wanted to work with a mentor to boost your bargaining skills, but weren't sure how to proceed, this guide is for you ...

NEGOTIABLE'S

Guide for Mentees

How you can engage with a mentor to sharpen your ability to negotiate



INSIDE YOU'LL FIND ...

- A quick introduction [PAGE 2](#)
- Suggestions for mentoring around general bargaining skills [PAGES 3-7](#)
- Suggestions for mentoring around job and career negotiation skills [PAGES 8-9](#)
- A directory of all of Negotiable's resources [PAGES 10-12](#)

We also offer a **Guide for Mentors** ... encourage your mentor to have a look



QUICK INTRODUCTION

Options for mentoring

Advice from a mentor can be a big boost for people developing their skills. And **Negotiable** can help. You can leverage our resources to **boost your capabilities** while to **make the process efficient and rewarding for your mentor**.

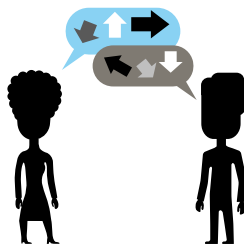
This document offers suggestions for mentoring with Negotiable. Some mentoring efforts focus on job and career negotiations. Other address bargaining more broadly. **Identify which topic fits your situation and read on for recommendations.**



Negotiable is a digital tutorial that helps people build and apply their ability to bargain effectively. Our resources include videos, assessments, worksheets, and roleplays. We address the basics of bargaining as well as job/career negotiations

GENERAL BARGAINING

Help your mentee build their ability to bargain effectively



See pages 3-7 for suggestions ranging from one meeting to several, with your mentee reviewing materials in advance—or you working through some of Negotiable's content together

JOB / CAREER NEGOTIATIONS

Help your mentee refine their job/career negotiation skills



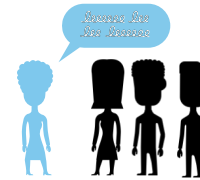
See pages 8-9 for suggestions; your mentee can review materials in advance ... or you can work through Negotiable's job/career negotiation content together

Some mentors start with general bargaining and then move on to job/career negotiations

Adapt our suggestions however you like for one-on-one mentoring



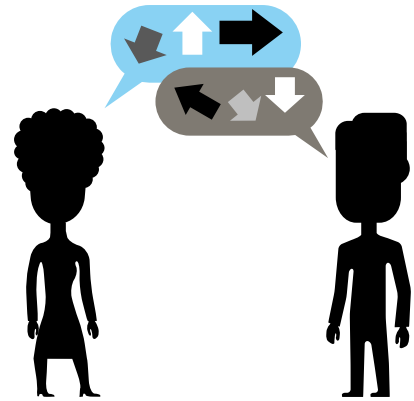
Our mentoring models can also work for a mentor coaching a **team** of people



Mentoring on general negotiation

To understand how you could leverage Negotiable in being mentored, it helps to have a sense of the content we offer. You can then decide how you'd like your mentor (and you) to work with this content ... and how you want to engage with each other.

Here's a quick summary of what Negotiable offers.



EPISODES

More than a dozen **animated episodes**, around 7-15 minutes long. Topics include our core framework of the “**Five Dramas**” of bargaining as well as information strategy, opening moves, and addressing interests

For short videos on key concepts, see our **Highlight** videos

MENTORING OPTIONS | General negotiation

How you could work with a mentor

Every mentoring relationship is unique. Here are **three approaches to consider**. You might adapt one to fit your situation ... or chart your own course.

SINGLE DISCUSSION One meeting offering helpful guidance when time is scarce

- In advance of meeting, you could work through some of Negotiable's materials (see Page 4 for suggestions)
- No advance preparation is required for your mentor, though they may want to gather some of their thoughts in advance; **see our discussion guide on page 4** for suggested topics; follow your instincts about what's most important; welcome your mentor to address what they think matters most



Mentor time required: length of the meeting, usually 30-60 minutes

REAL-TIME REACTIONS Working through content together, hearing reactions as you go

- Meet up and watch selected episodes **together**, getting advice and commentary along the way
- No advance preparation is required for you or your mentor, just their readiness to meet one or more times and review material with you
- See our **suggested materials on page 5** for ideas on content to cover



Mentor time required: as little as one 30-minute meeting or potentially several meetings lasting up to an hour each ... see page 5 for suggestions

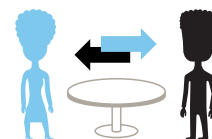
PERIODIC DEBRIEFS Checking in with your mentor as you work through materials

- Meet multiple times with your mentor as you engage with Negotiable's materials, going into greater depth on selected topics than you typically would in a "Single Discussion" approach; **see page 6 for suggestions**
- No advance preparation is required for your mentor, just a readiness to meet



Mentor time required: as little as one 30-minute meeting or potentially several meetings lasting up to an hour each ... see page 6 for suggestions

Regardless of your approach, you might consider doing part or all of a **roleplay** with your mentor. Use a scenario from the roleplays Negotiable offers ... or talk through a version of a negotiation you'll face. Their reactions to your "live" approach could hold great value for you.



After addressing the basics of bargaining, you might consider talking with your mentor about **job and career negotiations**. See pages 8-9 for suggestions.

SINGLE DISCUSSION | General negotiation

Below are some questions you might pose to your mentor, drawing on Negotiable's Five Dramas framework. Follow your mentor's experience to drill into what they think matters most.

IN ADVANCE You'll get more from this discussion if you've reviewed some of Negotiable's materials in advance. You're urged to watch our first five episodes (about 1 hour) or, if possible, our entire sequence of videos (about 3 hours). Come prepared with questions and reactions, as well as thoughts about future negotiations. You could also complete the Habits Assessment, tuning into your own strengths and areas for development. See pages 9-10 for details on Negotiable's materials.

THE PRIVATE DRAMA



Why am I doing this?

The negotiation I have with myself: Defining success, clarifying priorities

What have you learned about **clarifying priorities** and **setting limits** in advance—and **abiding** by those things while negotiating? Do you have any insights about **staying focused on what really matters** and not getting misdirected during bargaining? Any mistakes to avoid?

THE PARTNER DRAMA



Who am I dealing with?

My counterpart's perspective; our relationship: How they see the situation and relate to me

What have you learned about **the kind of relationship** to cultivate with a counterpart before or during bargaining? **How** can one create these kinds of relationships? Any mistakes to avoid?

THE PACKAGE DRAMA



What is the best solution?

The substance of the agreement: Offers, proposals, scope of the deal, tradeoffs

What have you learned about **how to put offers on the table**? Do you have any insights about **tradeoffs** to seek out or shun? What moves help with **"growing the pie"**? What have you learned about standing firm and getting good terms when **"slicing the pie"**?

THE PROCESS DRAMA



How, when, and where?

How the conversation unfolds: Time, pace, location, how we communicate

What have you learned about how to **manage the negotiating process**—how and when and where the negotiation will unfold (deadlines, communication channels, etc.)? Any mistakes to avoid?

THE PARTY DRAMA



Who else plays a role?

The cast of characters: Who is involved, the roles they play, how I can leverage them

What have you learned about how to **use and leverage allies** and contacts for effective bargaining? Do you have any insights about **managing the "cast of characters"** during negotiation?

INFORMATION STRATEGY



What should I share and learn—and how?

What information you divulge or hold back, what you seek to discover from a counterpart, and how to best describe your proposals

What have you learned about what **information to share** (and how) and what to **hold back** in bargaining? Do you have any insights on what information is most important to **discover** about a counterpart and **how to uncover** it? What have you learned about how to **make the best case** for a proposal—how to describe an offer in a compelling, persuasive way?

GENERAL INSIGHTS



What should they know? How should they develop?

Any other lessons or advice you want to share

What are **the most important things to know in general** about bargaining and negotiating effectively? How has your own approach to negotiation **evolved** over time? What **advice** do you have for someone who wants to **develop** their bargaining and negotiation skills?

You may want to share these questions with your mentor in advance of a discussion—or, better yet, consider sharing the Guide for Mentors with them

REAL-TIME REACTIONS | General negotiation

Watching selected episodes together, and hearing your mentor's reactions and commentary in real-time, can be an effective way to learn about their experience and insights. Below we offer suggestions for different sets of episodes. You could **work through all of these sets—or focus on whichever ones seem most relevant**. See the bottom of this page for a Quickstart suggestion and how you might draw on Assessments and Roleplays.

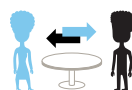
EPISODES		WHY THIS?
<ul style="list-style-type: none"> ▶ We are all Michael ▶ The Road to Nirvana ▶ The Drama of Dealmaking 	} ~30 minutes of video; could be an hour-long meeting with discussion	A great place to start, with a broad definition of negotiation; uses a realworld example to introduce the Dramas framework; see also the Quickstart option noted below
<ul style="list-style-type: none"> ▶ The Dealmaker's Dilemma ▶ Return to Sayulita 	} ~25 minutes of video; could be an hour-long meeting with discussion	Builds on the first three episodes, addresses balancing act of growing the pie and slicing the pie
<ul style="list-style-type: none"> ▶ Defining Success ▶ Preferences, Priorities, and Plan B 	} ~30 minutes of video; could be an hour-long meeting with discussion	Focuses on the Private Drama, internal negotiations involving defining success and setting priorities and limits
<ul style="list-style-type: none"> ▶ Gearing Up for Camp David ▶ Stepping Into Your Counterpart's Shoes 	} ~20 minutes of video; could be a 45 minute meeting with discussion	Realworld example of preparation and perspective-taking (Camp David peace talks); emphasis on understanding things from a counterpart's point of view
<ul style="list-style-type: none"> ▶ Preparing to Discover ▶ Preparing to Divulge and Describe 	} ~30 minutes of video; could be an hour-long meeting with discussion	Examination of information strategy: what to share, hold back, learn, and ask
<ul style="list-style-type: none"> ▶ Open well 	} ~15 minutes; could be a 30-minute meeting	How to get started, including setting the tone and initial offers
<ul style="list-style-type: none"> ▶ Address interests 	} ~15 minutes; could be a 30-minute meeting	Focus on the value of addressing the underlying interests of each side

QUICKSTART

An alternative to watching our first five episodes is to review the initial three **HIGHLIGHT** videos, lasting about two minutes each (Understand and leverage the Five Dramas, Diagnose the issue mix, Look for smart trades). These and other highlight videos leave aside some details and examples, getting directly to core ideas that could spark helpful mentoring discussions



You could also talk through your report from the Habits assessment, discussing your strengths and development directions



You might consider doing a roleplay with your mentor, getting their feedback on your behavior and their recommended approaches

PERIODIC DEBRIEFS | General negotiations

Below we recommend a model featuring three debriefing discussions. Before each meeting, you could watch the relevant videos and complete some or all of the suggested activities, arriving with questions and observations to share. Adapt the content and model to fit your and your mentor's interests and situation. See the bottom of the page for additional suggestions.

EPISODES

- ▶ We are all Michael
- ▶ The Road to Nirvana
- ▶ The Drama of Dealmaking
- ▶ The Dealmaker's Dilemma
- ▶ Return to Sayulita

~1 hour of
video for
you

These episodes introduce the **Five Dramas** framework as well as the **Dealmaker's Dilemma**, the balancing act of growing the pie and slicing the pie; for more details on these concepts, see pages 9 and 10



You could also complete the Habits assessment and be ready to discuss your report featuring feedback along each of the Five Dramas

- ▶ Defining Success
- ▶ Preferences, Priorities, and Plan B
- ▶ Gearing Up for Camp David
- ▶ Stepping Into Your Counterpart's Shoes

~50 minutes
of video for
you

These episodes examine the **Private Drama** (internal negotiations involving defining success and setting priorities and limits) and the **Partner Drama** (understanding things from a counterpart's point of view)



You could complete the *Negotiation Compass: Counterpart* worksheet for an upcoming negotiation in advance and then review your answers together

- ▶ Preparing to Discover
- ▶ Preparing to Divulge and Describe
- ▶ Open well
- ▶ Address interests

~1 hour of
video for
you

These episodes address **information strategy** (what to share, hold back, learn, and ask) as well as **how to get started** (including setting the tone and initial offers) and the importance of addressing each side's **underlying interests**; see page 11 for more on information strategy

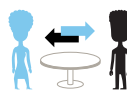


You could complete the *Discovery Agenda* and/or *Action/Reaction* worksheets for an upcoming negotiation and then review your answers together

For a full list of Negotiable's content, see pages 10-11



You could also discuss **your ongoing development**. In advance, you could complete the *Dream Situations* and *Changing a Habit* worksheets, which can help you tune into your strengths and areas for development

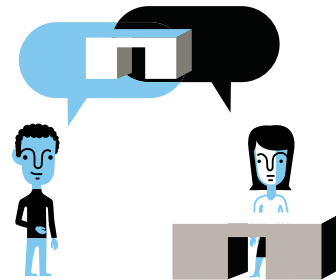


You might consider doing a **roleplay** with your mentor, hearing their feedback on your behavior and their recommended approaches

Mentoring on job/career negotiations

To understand how you could leverage Negotiable in being mentored, it helps to have a sense of the content we offer related to job and career negotiations. You can then decide how you'd like your mentor (and you) to engage with this content and how you want to engage with each other.

Here's a quick summary of what Negotiable offers around job and career negotiations.



JOB NEGOTIATION EPISODES

A pair of animated episodes (about eight minutes long each) that together present **ten good practices** for job negotiations. These good practices draw on the rest of Negotiable's more general content—but reviewing that material isn't required



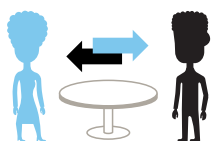
JOB NEGOTIATION WORKBOOK

A collection of worksheets guiding users to **apply the good practices** from the videos to their own situation. Many users start with the videos and then turn to the worksheets



JOB NEGOTIATION PHRASEBOOK

A **series of phrases** that could be used in different job/career negotiation situations. These examples often help people find words that work for them



JOB NEGOTIATION ROLEPLAYS

A **collection of scenarios** that provide opportunities for hands-on practice, reflection, and learning. Roleplaying can propel skill development and boost confidence

A PREVIEW OF OUR PERSPECTIVE

We counsel users to start by defining success, their real overarching goals (Good Practice #1). We urge them to prioritize and consider creative additions of issues to the discussion (#2). We stress the importance of relationships and tone (#4) and finding allies (#9). We describe how to proactively manage the process (#8) and how to prepare an effective “information strategy” (#10).

On our website, our job negotiation materials can be found on the **Job Negotiations page under the Using Negotiable menu**

For a full list of Negotiable's content, see pages 10-11

MENTORING OPTIONS | Job/career negotiations

How you could work with a mentor

Every mentoring relationship is unique. Here are **three approaches to consider**. You might adapt one to fit your situation ... or chart your own course.


SHORT + SIMPLE Helpful guidance when your time is scarce

- In advance of meeting, you can watch the job negotiation episodes, draft responses in the accompanying workbook, review the phrasebook, and prepare questions for your mentor
- No advance preparation is required for your mentor; discussion can revolve around their responses to your questions and any guidance they have

 Mentor time required: length of the meeting, 15-60 minutes


REAL-TIME REACTIONS Working through content together

- Meet up, watch the job negotiation episodes, and go through the worksheets and phrasebook **together**, getting their advice and commentary along the way
- No advance preparation is required for your mentor

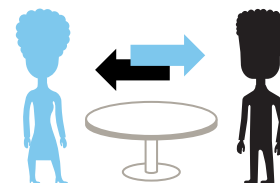
 Mentor time required: length of the meeting, 30-90 minutes

DEEPER DIVE More-involved preparation and a thorough discussion

- Both of you watch the job negotiation episodes and review the worksheets and phrasebook independently in advance; you can prepare questions and observations
- During the meeting, discuss your reactions and draw out their guidance

 Mentor time required: advance preparation (15-60 minutes) and length of the meeting (30-90 minutes)

If time allows, consider doing part or all of a **roleplay** with your mentor. Use a scenario from the series we offer or talk through a version of the particular conversation you'll face. Their reactions to your "live" approach could hold great value for you



NEGOTIABLE'S RESOURCES

Negotiable users have access to our Assessments, Episodes, Worksheets, and Roleplays. Our collection of resources is detailed below.

ASSESSMENTS

Assessments help people to tune in to their own habits and attitudes. Users can retake them over time to gauge changes

Name	Brief description	Time
Habits and Practices	Gauges a user's bargaining behavior, yielding a personalized feedback report with benchmark data	15
Attitudes	Gauges how a user thinks and feels about negotiation, yielding a personalized report with benchmark data	5

EPISODES

Our video episodes work most effectively as a sequence—but users are free to skip ahead, loop back, or watch them in any order

Name	Brief description	Time
We are all Michael	Introduces our episodes, drawing on the example of Michael and the charter fishing captain	10
The Road to Nirvana	Presents the true story of a real estate negotiation, a case we return to throughout our episodes	10
The Drama of Dealmaking	Introduces the Five Dramas that weave across virtually every negotiation	10
The Dealmaker's Dilemma	Drills into the Package Drama, reviewing types of issues and the overarching "Dealmaker's Dilemma"	15
Return to Sayulita	Returns to the case of Michael and the fishing trip, showing how the ideas reviewed so far can apply	10
Defining Success	Focuses on the first step in preparation: figuring out what you most want to achieve and avoid	15
Preferences, Priorities, and Plan B	Dives deeper into preparation and the Private Drama, including prioritizing and setting limits	15
Gearing Up for Camp David	Turns to the Partner Drama, highlighting dynamics with the example of the Camp David peace talks	10
Stepping Into Your Counterpart's Shoes	Examines what's most worth understanding about a counterpart and how you might gauge those things	10
Preparing to Discover	Considers information strategy, with an emphasis on drawing information out from counterparts	15
Preparing to Divulge and Describe	Extends information strategy to cover what to share (or hold back) and how to describe proposals	15
More than Hope	Draws together all the pieces so far and shows how they can be addressed in a preparation worksheet	20
Open Well	Considers approaches for setting the stage and making opening offers	15
Address Interests	Stresses the value of surfacing and addressing each side's real underlying interests	15

Negotiable also features a pair of videos focused specifically on job negotiations ...

Job Negotiations, Parts 1 and 2	Two videos that together describe ten good practices for succeeding in job negotiations	8 each
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WORKSHEETS

Worksheets help users connect ideas to the situations they face and chart their own personal development

Name	Brief description	Time
Personal Case	Identify an upcoming negotiation that's worth preparing for	15
Dissect the Dramas <i>[Different versions are available; use the one that fits your needs]</i>	The <i>Forward-Looking</i> version of this worksheet helps users diagnose the Five Dramas for an upcoming negotiation; the <i>Backward-Looking</i> version analyzes a past negotiation; the <i>Good Practices</i> version asks users to summarize their experience about what works	15
Diagnose the Issue Mix	Identify issues for your negotiation that are likely to be fixed-pie, compatible, and lopsided priorities	15
Negotiation Compass: Self	Reflect on your Private Drama for an upcoming negotiation	15
Negotiation Compass: Counterpart	Think about the upcoming negotiation from your counterpart's point of view	15
Discovery Agenda	Think about what you need to learn for an upcoming negotiation and how you can learn it	15
Action/Reaction	Think about what actions your counterpart might take and how you could best respond	15
Negotiation Preparation	Bring together the pieces of preparation for an upcoming negotiation in one integrated tool	15
Dream/Worst Case Scenarios	Reflect on situations where you're at your best and that you find most challenging	15
Changing a Habit	Think about your own development as a negotiator and how you can achieve it	15
Opening Acts	Prepare for your opening moves in an upcoming negotiation	15
Post-Negotiation Reflections	Reflect on a past negotiation, including turning points, the Five Dramas, and information strategy	15
<i>Negotiable also features a workbook and phrasebook focused specifically on job negotiations ...</i>		
Job Negotiation Workbook	A collection of worksheets helping users prepare for the situation they're facing	10-60
Job Negotiation Phrasebook	Example phrases for job negotiation conversations, helping users find words that work for them	5-20

ROLEPLAYS

Roleplays give users a chance for hands-on practice and reflection, including suggestions for debriefing discussions

Name	Brief description	Time
Single-issue roleplay	A roleplay featuring an event planning business bargaining with a landlord over a single issue: rent	45
Multi-issue roleplay with payoffs	An event planning business negotiating a lease renewal with a landlord, featuring multiple issues	60
Multi-issue roleplay, user-created payoffs	A landlord seeks agreement with an event planner for an upcoming reception; the negotiation features multiple issues and advance preparation of payoffs	90
<i>Negotiable also features a series of job negotiation roleplays ...</i>		
Job negotiation roleplays	A series of roleplays allowing hands-on practice, ranging from basic to advanced	30-60