TheBig Sheet

Seven Element Preparation Tool

Seven-element preparation tool

Grande Lum developed an icon model that can facilitate a negotiation process. Lum’s Icon model follows seven basic steps that should be adhered to when preparing for a negotiation process. This seven-element preparation tool looks into factors involved in description job case.

1. Parties involved

These individuals or groups are directly affected by the outcome of a negotiation process at the negotiation table. A negotiation process is all about finding; a solution that is favorable to both parties (involves the company and myself).

Interests (theirs)

Wishes to pay a salary of 80,000-120,000

Interests (mine)

Striving for 105, 000 salary

1. Options

Options in a negotiation process include best possible actions to meet the interests of each of the party at the negotiation table. When every side has presented its demands involving the contentious issue, the stage is now set for them to consider several agreement options that can be adapted

a). Possible actions to meet their interests

1. Be able to certify minimum requirements
2. Be willing to accept a basic salary of between $ 80,000-120,000
3. Be in a position to collaborate more than five departments

b). possible actions to meet my interests

1. Accept to pay me a basic salary of $ 105,000
2. Reduce the number of departments of collaboration to ensure effective service delivery

Legitimacy

The company should be in a position to pay me the amount that will reflect the amount of work I will be doing at the company thus coordinating more than five departments.

1. Alternatives (Circle my BATNA)
2. Have the company pay me the $105,000
3. Agree on the best pay plan that will reflect job done

Alternatives (circle their BATNA)

1. Pay salary ranging between $ 80,000-120,000
2. Have the salary and remuneration department consider the employees sentiments
3. Commitment
4. The organization should be well placed to negotiate salaries for employees and be able to pay employees according to the work they are doing.
5. I will be able to accept a well-negotiated pay as it will be suggested by the salary department but must reflect work done.
6. Communication

Questions I will ask myself to test my assumptions

1. Will the company be paying value for the services done?
2. What is the probable salary that will reflect work done?

Questions the company will ask

1. What will the employee offer more to the organization to warrant an increase in salary?
2. Action plan

What I will do

When things get out of hand, I will not take up the position because the company will not be respecting my services

What they will do

They will leave out my proposal and consider other simpler and cheaper options

1. Relationship. (current status and the preferred status). It involves the situation that given parties are at before a negotiation and how the situation will be after negotiation.

The current status

The organizations are only considering paying salary between $80,000-120,000

The preferred status

I would wish to be paid a salary of $105,000, which will reflect the type of work the company will give me.

Team 1

|  |  |
| --- | --- |
| **Employer** | **Employee** |
| **Kim** | **Kurtz** |

|  |
| --- |
| **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  I'm prepared to go forward with a job offer with a starting salary of $80,000  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Thank you for that offer. I believe I exceed the minimum requirements listed and have 10 years in leadership in the healthcare field, along with a Masters degree in Public management. I am also confident in my abilities to fulfill the responsibilities and requirements listed on the job description. I have a proven track record of success and received several accolades along with a recommendation from my former employer. I have researched and noticed many companies are offering employees in similar positions upwards of $100,000 ($100-120,000). Honestly, I am seeking a salary of $100,000. I believe that along with the benefits package you offer are fair.  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Are you willing to consider $100,000, and we can negotiate the benefits package?  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  You are the type of person that we are looking for. What would you consider in the benefits package  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Thank you! I have a family to support, so my primary concern is being able to provide for them adequately. That’s one of the primary reasons I was attracted to your company. I am interested in the cafeteria plan. I would like the opportunity to pay for health insurance, child care, vision and dental. The $100,000 per year salary would allow me to contribute $500 per month and fulfill my responsibilities.  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  We could start you off at $90,000 and do an increase of salary after one year tenure  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Ok. Can I ask what your 401K policy is? At my last employer, they matched 50 cents for each dollar saved, up to 6 percent of my pay. Do you offer something similar?  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  We have a similar policy with 50 cent each dollar up to 5% of your pay  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Fantastic. If I could participate immediately in the 401K program with immediate vesting, I would be completely satisfied.  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  the 401k is immediate upon employment. You are allowed to make changes to your contributions an you needed.  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Great. Lastly, what is your vacation policy?  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  We offer two weeks paid vacation  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  In lieu of the salary increase, would you consider any extra days of vacation, either paid or unpaid?  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  I could offer you 5 days of unpaid vacation  **Kurtz to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Great. Kimberly, as I said, thank you for this opportunity. If you are comfortable, I would like to move forward and fulfill the position, contingent on me being afforded opportunities to grow professionally with the organization in the future.  **Kimberly to Kurtz**  **:**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  we are very please to have you part of our team. Please understand we will provide you with every opportunity for growth and development.  **Kurtz s to you:**  **Kurtz Simmons:**  user\_KSIMMO3274  user\_KSIMMO3274  IM  Thank you and I look forward to working with you  **Kimberly to Kurtz**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  Thank you.  **Kimberly to Kurtz**  **:**  **Kimberly Edwards:**  user\_f0c1284d-6e49-498c-aba9-875b9dce5e69  user\_KSIMMO3274  IM  like wise |

Team 2

|  |  |
| --- | --- |
| **Employer** | **Employee** |
| **Debra** | **Kim** |

Kimberly

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Reply all |

Today 12:53 AM

Debra Bailey

...

Sent Items

|

[Draft]

This message hasn't been sent. Saved on:

Sent Items

Maybe we can negotiate the benefits package to reached my desired income.

DB

Debra y

0

Reply all |

Sat 6/4

|  |
| --- |
|  |

I am sorry Ms. Edwards that is the maximum salary that I am prepared to offered you for this position.  What I am prepared to do is possibly reevaluate your salary after six months of employment  with our organization. the increase in your salary will be based on your job performance and attendance.

KE

Kimberly

Re: Negotiating Team Assignments week 10

Fri 6/3/2016 7:14 PM

I would to discuss the salary. Based on my skill set and what I have to offer the company. I would like to my starting salary to be 105,000. Kimberly

DB

Debra

Re: Negotiating Team Assignments week 10

Fri 6/3/2016 7:05 PM

This is what I have for this assignment. I am moving this weekend and trying to work a full job. I'm not sure I will be able to e-mail you.

KE

Kimberly

Re: Negotiating Team Assignments week 10

Fri 6/3/2016 2:50 PM

I will email you at 8pm. we have to have a log of the conversation. I can be reached at 9313022445

Action Items

DB

Debra

Re: Negotiating Team Assignments week 10

Thu 6/2/2016 5:10 PM

This the big sheet I finished. You may want to call me if you have any questions or comments as that is the best way to reach me. after 8pm and before 10pm. (502) 650-1806 Debra

KE

Kimberly

Re: Negotiating Team Assignments week 10

Thu 6/2/2016 3:29 PM

I'm working on my big sheet . Will email tonight.

DB

Debra

Re: Negotiating Team Assignments week 10

Thu 6/2/2016 1:25 PM

Due to my work hours it is better for me to do emails. I am working on negotiation with Katelyn in this manner. Hope it works for you too. Feel free to send me the big sheet when you can and I will do the same. Hopefully we can get this done sometime today,

KE

Kimberly

Negotiating Team Assignments week 10

Wed 6/1/2016 12:08 PM

hello. Please let me know a time we can start the negotiating Kimberly

Reply all

KE

Reply all