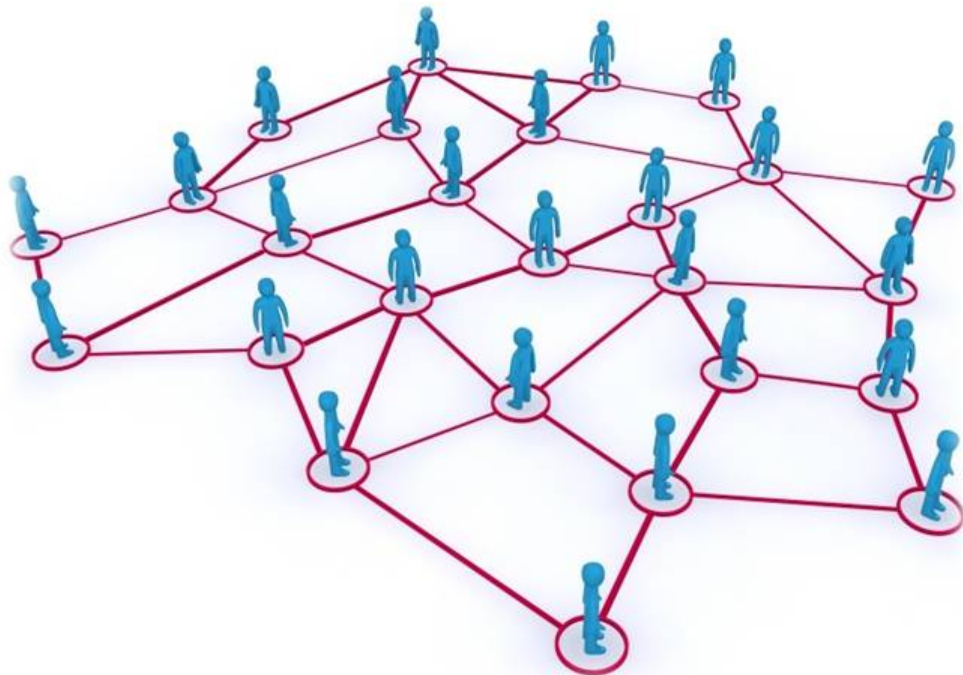


Networking, Politicking & Negotiations

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*“It’s not What
you know,
it’s Who you
know”*



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What is Networking?

Networking is the building and nurturing of personal and professional relationships to create a system or chain of information, contacts and supports.

The objective is to establish an interconnected series of contacts with people who can be helpful to you, your employer, or your organisation.

Success depends on willingness to give advice, information and help, rather than expecting same from others.

If you appear too needy or self-centered, you might not get help from people who otherwise were willing.

Effective networking most likely when all benefits.



<http://www.vapartners.ca/wp-content/uploads/2012/06/Networking-Event-Connecting.jpg>

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Why is Networking Important?

Networking is invaluable for those seeking career advancement and personal success, within as well outside existing organisation.

Essential when taking on new assignments – assistance required from all levels, peers, subordinates and superiors.

Keeps you current with industry trends, the challenges and opportunities about the business. Also, helps your organisation adopt new strategies and adapt to changes.



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Why is Networking Important?

Networking whilst on the job increases your access to resources and information.

Helps to augment your thoughts and ideas with those of others, especially when starting a new project.

Networking can help your organisation find key people to hire. Good people are always in short supply.

Oftentimes, it is essential for getting your work done, and your survivability in an organisation.



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Barriers to Networking

Networking can be intimidating. It's not a natural skill for some of us.

- Difficulty or shyness in asking others for help.
- Believing in one's ability to attain goals without help from others.
- Concern about being able to reciprocate favours
- Concerns about sharing sensitive or competitive information.



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Steps for Building a Network

- Organise and expand your current network. Use the Internet to look up for names of professional associations and individuals related to your field of interest or expertise.
- Ask people how you can help them. Court these people one-on-one.
- Always exchange business cards
- Keep in touch periodically to maintain relationships
- Let people know your goals and aspirations
- Get involved in civic, professional, or social organisations
- Use mentors to “learn the ropes”



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Before

Start with a small circle of well-known associates and friends

Practice small talks

Know the organisational cultures and norms

Set specific goals – who, when, about what, where, how and why

During

Focus completely on others' needs initially when establishing professional relationships

Get all vital information

Be visible, not pushy. Check non-verbal cues

Refrain from praising, self-deprecation, flirting, or funny

Be sincere

Careful to pronounce names correctly

After

Jot down notes on the back of the person's name cards

Follow up with new contacts

Send thank you notes or phone

Assess yourself

Follow through with your promises



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What is Politicking?

The term conjures up negative connotations and behaviours that is primarily motivated by self interest.

Not uncommon to find people willing to put their needs above those of others and do whatever it takes to get what they want.

Politicking is an internal form of networking. It is the use of power and information to move resources towards preferred objectives.

It is the use of political behaviour to affect decisions, get scarce resources, and earn the cooperation of people outside their direct authority.

One who is political is cautious, not rash, and makes decisions carefully, not impulsively.

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Politicking in Action

Politicking exists at all levels. Requires forethought before acting.

Need to know your own personal strengths and weaknesses, and your power bases in the organisation.

Ability to “read others” – understand others’ perception, reactions and motivation.

Use “impression management” to improve the perception others hold for you.

- Punctuality – demonstrate self-control and respect of others’ time
- Dress appropriately
- Flatter legitimately
- Good sense of humor
- Be friendly and approachable
- Make friends



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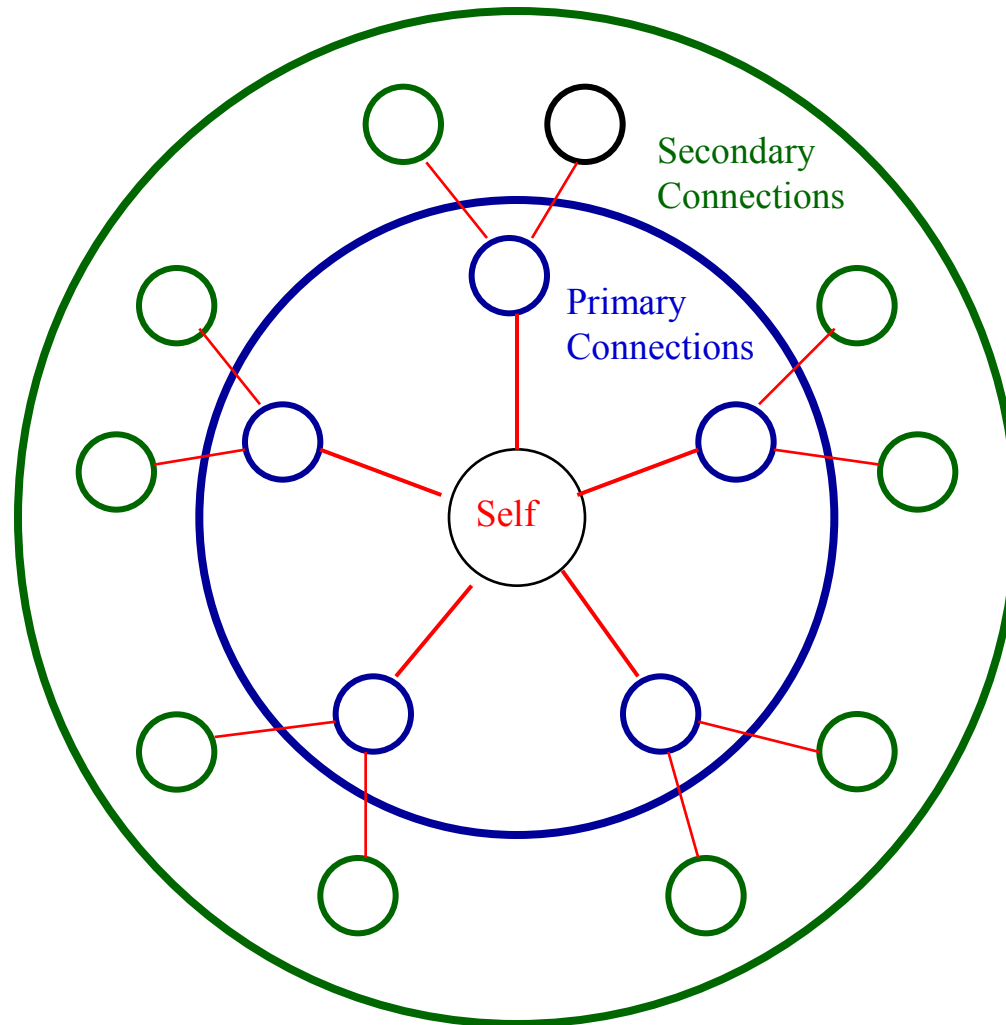
Politicking in Action

Use “information management”. Having knowledge or information can be a source of influence in organisations.

- Set up a simple, user-friendly file system
- Glance briefly at all information
- Make print-outs of sensitive and important correspondences
- Keep written notes of all meetings and discussions



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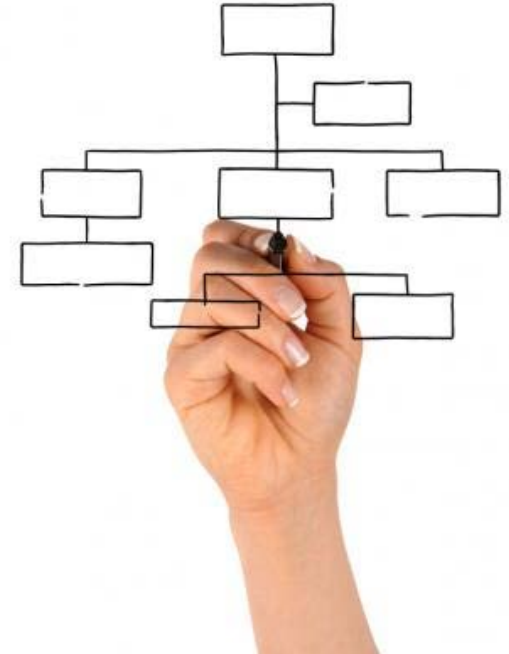
Ethical Considerations in Politicking

Think through the consequences and implications – win the war, not the battle.

Avoid unfair or negative politicking – devious, self-interested efforts towards one point of view, at the exclusion of all others.

Reduce level of unfair and negative politicking

- Reduce task ambiguity
- Increase communication channels
- Ensure a clear and consistent reward and promotion structure
- Provide sufficient resources
- Formalize the structure



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How Political Are You?

	Agree		Neither		Disagree
Articulate	1	2	3	4	5
Sensitive	1	2	3	4	5
Competent	1	2	3	4	5
Extroverted	1	2	3	4	5
Self-confident	1	2	3	4	5
Assertive	1	2	3	4	5
Collaborative	1	2	3	4	5
Intelligent	1	2	3	4	5
Logical	1	2	3	4	5
Socially adept	1	2	3	4	5

If you total less than 30, you have what it takes to be naturally political in organisations.

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What is Negotiation?

Complex negotiations is a fact of life in business – managers generally negotiate for resources to ensure work gets done on time and within budget.

Negotiation is a bargaining process involving two or more parties who each have something the other wants.

At times, there may be multiple issues, competing interests, and unlimited multiple solutions.

The parties must have an interest on reaching an agreement.



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Importance of Negotiating Skills

Negotiation is a much better way to reach a solution than a lawsuit or an arbitration.

When handled properly, “win-win” for all as opposed to a “win-lose” or a “lose-lose”.

Less stress and frustration, and often results in a reduction in the number of future conflicts.

May help preserve and improve relationship, reputation and even a sense of personal achievement.

Generally, people who are better negotiators are also better able to maintain better control in business and personal situations.

They are also better to contain their emotions in a conflict situation.



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Integrative and Distributive Negotiations

Approach to negotiation generally falls into one of two categories: Integrative (win-win) or distributive (win-lose).

Integrative negotiation strategy used when:

- Both parties believe that a win-win situation exists
- Goal is to collaborate and generate one or more solutions that are acceptable to both parties
- When both parties are committed to preserving the relationship
- A climate that supports and promotes open communication necessary.

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Integrative and Distributive Negotiations

Distributive negotiation strategy used when:

- Both parties take an adversarial or competitive stance and that a win-lose situation is the only option
- Focus is on achieving immediate goals, with little or no regard for building future relationships
- Little or no time is expended in generating solutions. Generally, one or two fixed solutions are presented and a decision or choice is expected almost immediately
- Generally not recommended, tends to be ineffective and counterproductive and used only be used in limited circumstances

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Integrative and Distributive Negotiations

Consideration	Integrative Bargaining	Distributive Bargaining
Likely solution or end result	Win-win	Win-lose or lose-lose
Importance of continued relationship with bargaining partner	High	Low
Goal	Collaborate and generate multiple options or solutions	Winner take all
Bargaining climate	Open, communicative, creative, willing to change	Determination to win, willingness to walk away, cards held close to the chest, ends justify the means
Amount of time needed	More	Less
Time horizon in consideration	Current and future	Immediate only

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The 5 Stages of Negotiation

1. Preparation & Planning	2. Defining Ground Rules	3. Clarifying and Justifying Your Case	4. Bargaining & Problem Solving	5. Closure & Implementation
<p>Consider ways to present your arguments persuasively</p> <p>Clarify what you want and why (and them too)</p> <p>Gather data to support your position</p> <p>Consider what tactics the other party might use</p> <p>Understand their strengths and weaknesses</p> <p>Determine your bottom line</p>	<p>Set an agenda</p> <p>Agree on reasonable objective criteria</p> <p>Set clear rules on process</p>	<p>Clarify your interests</p> <p>Persuade your case</p> <p>Understand the other party's case and position</p> <p>Share relevant information that supports your case</p>	<p>Focus on the issue, not the people</p> <p>Focus on the interests, not positions</p> <p>Look forward, not backward</p> <p>Create options for mutual gain; adapt win-win attitude</p>	<p>Verbally summarise what both parties agree to</p> <p>Review key points to ensure understanding</p> <p>Draft agreement in writing</p> <p>Have both parties sign agreement</p>

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Tips for Effective Negotiating

- Determine the importance of the outcome for you
- Look forward, not backward
- Separate people from problem
- Adopt a win-win attitude
- Know your bottom line or what you can accept at the worst
- Respond, not react
- Use a third party – consultant, conciliator, mediator, arbitrator



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