

## Women in Action – Bargaining Summary

### 9 Keys to Active Listening:

1. Demonstrate that you are listening (eye contact)
2. Eliminate barriers (distractions or proximity)
3. Find a reason to be interested (imagine yourself in the other's position)
4. Avoid indications of approval and disapproval (no head shaking)
5. Watch for non-verbal messages (body language)
6. Be objective (observation without interpretation) (don't tell them what they are thinking or feeling)
7. Test your assumptions - check for accuracy (ask questions to ensure understanding)
8. Seek first to understand (No prejudgment)
9. Avoid interrupting or responding too quickly – Allow silence (allow time before response)

### Bargaining Tips

1. Prepare for the discussion:
  - Know your long-term plan and aspirations
  - Know your boss and current conditions
  - Know your prioritized goals
  - Know your flexibility
2. Don't show all your cards – negotiate from a position of strength
3. Go for the win-win (both sides get exactly what they want)
4. Be open to accept an equitable compromise
5. Always maintain a positive rapport
6. Take control of your future