

Instructions

Principled negotiation is the process by which two or more parties come together to reach an agreement on a matter of mutual interest. It involves a variety of skills, including communication, persuasion, conflict resolution, and strategic planning. This self-assessment aims to help you evaluate your negotiation skills and identify areas for improvement. By understanding your strengths and weaknesses in negotiation, you can develop strategies to enhance your ability to influence outcomes and achieve mutually beneficial agreements.

Answer the below questions with the 5-point scale and choose the rating you agree with most for each question. Calculate your total score.

5=Strongly Agree
4=Somewhat Agree
3=Neutral
2=Somewhat Disagree
1=Strongly Disagree

1. I identify and understand the interests and needs of others during negotiations.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

2. I create win-win solutions in negotiations.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

3. I effectively manage and resolve conflicts that arise during negotiations so their perspective and concerns.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

4. I prepare thoroughly before entering into negotiations.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

5. I am confident in my ability to assertively and persuasively share my point of view.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

6. I actively listen to the other party, enlist my empathy, and adjust my approach based on their responses.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

7. I remain calm and composed under pressure during negotiations.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

8. I read non-verbal cues and body language to gauge the other party's feelings.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

9. I address what is being said as well what isn't being said (but should be communicated about).

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

10. I follow up on agreements and ensure that they are implemented effectively.

1 Strongly Disagree

2 Somewhat Disagree

3 Neutral

4 Somewhat Agree

5 Strongly Agree

Answer Key

Calculate your total score from the questions above and find the corresponding category.

Score: 35-50 Leadership Luminary

Your score reflects your strong negotiation skills and confidence, indicating effectiveness in achieving favorable outcomes and managing complex negotiations. To maintain and enhance your skills, stay updated with the latest strategies and techniques, mentor others to share your knowledge, take on more challenging scenarios, regularly reflect on and refine your approach, and network with other skilled negotiators to exchange insights and best practices.

Score: 20-34 Leadership Trailblazer

Your score indicates a solid foundation in negotiation with room for growth. To enhance your abilities, identify specific areas for improvement such as conflict resolution or persuasive communication, study advanced techniques, attend workshops or seminars, practice flexibility in your approach, engage in more negotiation opportunities to build confidence, and seek mentorship from skilled negotiators.

Score: Less than 19 Leadership Seedling

Your score may suggest that negotiations may be challenging for you, and you might struggle with certain aspects of the process. To improve, spend more time preparing for negotiations by researching the needs and interests of all parties involved, practice negotiation scenarios with friends or colleagues to build confidence, focus on improving your active listening skills to better understand the other party's perspective, and seek feedback after each negotiation to identify areas for improvement.

This assessment encompasses four key categories: Understanding & Preparation, Creating Solutions & Conflict Management, Communication & Persuasions and Adaptability.

Understanding & Preparation (Questions 1 & 4): I identify and understand the interests and needs of others during negotiations. I prepare thoroughly before entering into negotiations.

Creating Solutions & Conflict Management (Questions 2, 3 & 8): I create win-win solutions in negotiations. I effectively manage and resolve conflicts that arise during negotiations. I read non-verbal cues and body language to gauge the other party's feelings.

Communication & Persuasion (Questions 5, 6 & 10): I am confident in my ability to assertively and persuasively share my point of view. I actively listen to the other party, enlist my empathy, and adjust my approach based on their responses. I follow up on agreements and ensure that they are implemented effectively.

Adaptability (Questions 7 & 9): I remain calm and composed under pressure during negotiations. I address what is being said as well what isn't being said (but should be communicated about).