The 4-Step Negotiation Process 15 min

- In the real world, negotiation can be very hard. That is why we are going to teach you the steps to negotiating so that you will be able to negotiate well, even in hard situations.

- Negotiating well involves a process. Remember, if we just focus on what we want, our positions, we disagree. So first, you have to know your own interests. Next, you need to find out what the other person’s interests are. Then, you need to think of ways to find overlaps between what you each want. And finally, you need to reach an agreement that makes you both happy.

- We have hand motions to help you remember these four steps of negotiation.

- If we are disagreeing, we just “butt heads” and don’t make progress, like this. (Put your fists together for the starting motion.)

- So we need to follow the four steps of negotiation. These steps are: (do the hand motions on Appendix II as you say each step)
  1. Me
  2. You
  3. Together
  4. Build

- What are the four steps? (Let students shout out the answer together.)
  ✓ Me! You! Together! Build!

Activity: Journal Entry

- I would like each of you to open your journal to the first page.
- On this page, you are going to draw this chart, exactly as I have it here.
- You will have the 4 steps of negotiation, leaving space for two sub-points after each one.
- “Me” should be at the top of the page, and then leave some space under “Build.”
We will be using this diagram to keep track of the steps, and will learn a new step each day. Bring your journal with you to each session. Also, keep it with you to remind yourself of the steps of negotiation, as we learn each one.

Before we meet again tomorrow, remember to write down in your journal any examples of negotiation that you see. And in particular, see if you can find examples of the difference between positions and interests. Tomorrow we will start by talking about what you wrote in your journals.

**Takeaway:** (have students repeat after you, and use the hand motions as you mention each step.)

Negotiating well involves following a four-step process: Me-You-Together-Build.