



Upgrading Your Negotiating Skills

Presented by Robert Crouse Therapy LLC.

Negotiation Process-Style Scale Directions

Disagreements are a natural part of any relationship. Negotiation is a special skill from which everyone benefits. Your ability to negotiate will allow you to get what you want without alienating or manipulating others, possibly by compromise, and reach a mutually agreeable solution.

The Negotiation Process-Style Scale is designed to help you understand more about the type of people with whom you have relationships.

This test contains 28 statements that are divided into four negotiation process styles. Read each statement and decide the extent to which the statement describes you.

Circle **3** if the statement is **A Lot Like Me**

Circle **2** if the statement is **A Little Like Me**

Circle **1** if the statement is **Not Like Me**

In the negotiating process with another person,

I Prefer to talk about issues

3

2

1

In the above statement, the circled 2 means that the statement is A Little Like the person completing the scale. Ignore the TOTAL lines below each section. They are for scoring purposes and will be use later.

This is not a test and there are no right or wrong answers. Do not spend too much time thinking about your answers. Your initial response will likely be the most true for you. Be sure to respond to every statement.

(Turn to the next page and begin)

Negotiation Process-Style Scale

3 = A Lot Like Me

2 = A Little Like Me

1 = Not Like Me

Section I:

In the negotiating process with another person,

- | | | | |
|---|---|---|---|
| 1. I prefer to talk about issues | 3 | 2 | 1 |
| 2. I rely on my highly developed verbal persuasion skills | 3 | 2 | 1 |
| 3. I like to talk more than listen | 3 | 2 | 1 |
| 4. I am influenced by how I feel | 3 | 2 | 1 |
| 5. I rely on gut feelings rather than logic | 3 | 2 | 1 |
| 6. I skip from topic to topic often | 3 | 2 | 1 |
| 7. I get bored quickly with too much detail | 3 | 2 | 1 |

I- TOTAL = _____

3 = A Lot Like Me

2 = A Little Like Me

1 = Not Like Me

Section II:

In the negotiating process with another person,

- | | | | |
|--|---|---|---|
| 1. I use a lot of facts and logic | 3 | 2 | 1 |
| 2. I can become aggressive if I need to | 3 | 2 | 1 |
| 3. I have clear goals about what I want | 3 | 2 | 1 |
| 4. I use detail and process to my advantage | 3 | 2 | 1 |
| 5. I stay focused as long as it serves my end result | 3 | 2 | 1 |
| 6. I value details as long as they are pertinent | 3 | 2 | 1 |
| 7. I see negotiation as a game to win | 3 | 2 | 1 |

II - TOTAL = _____

3 = A Lot Like Me

2 = A Little Like Me

1 = Not Like Me

Section III:

In the negotiating process with another person,

8. I can be very intimidating	3	2	1
9. I believe that being prepared is the key to negotiating	3	2	1
10. I am prepared to defend my beliefs	3	2	1
11. I am good at listening and sizing others up	3	2	1
12. I stay on track	3	2	1
13. I am able to back up my beliefs	3	2	1
14. I want to get to the bottom line as quickly as possible	3	2	1

III – TOTAL = _____

3 = A Lot Like Me

2 = A Little Like Me

1 = Not Like Me

Section IV:

In the negotiating process with another person,

1. I am guided by my emotions	3	2	1
2. I will defer to others for assistance	3	2	1
3. I prefer to listen to the other person	3	2	1
4. I am not comfortable talking through the process	3	2	1
5. I am interested in smallest details	3	2	1
6. I will negotiate based on my value system	3	2	1
7. I am more concerned about the process rather than winning	3	2	1

IV – TOTAL = _____

Negotiation Process-Style Scale

Scoring Directions

The Negotiating Process-Style Scale is designed to measure the style you use most when you are negotiating with other people. Total the numbers you've circled for each of the four sections on the previous pages. Put that total on the line marked TOTAL at the end of each section. Then, transfer your totals for each of the four sections to the lines below and total the four sections:

SECTION I	TALKER	TOTAL = _____			
SECTION II	AGGRESSOR	TOTAL = _____			
SECTION III	PREPARER	TOTAL = _____			
SECTION IV	LISTENER	TOTAL = _____			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ALL FOUR SECTIONS</td> <td style="width: 30%;"></td> <td style="width: 40%;">TOTAL = _____</td> </tr> </table>			ALL FOUR SECTIONS		TOTAL = _____
ALL FOUR SECTIONS		TOTAL = _____			

Profile Interpretation

Individual Scale Score	Total Score All 4 Scales	Result	Indications
17 – 21	66 - 84	High	In the negotiation process, you tend to incorporate and use many of the characteristics of the negotiation process style.
12 – 16	47 – 65	Moderate	In the negotiation process, you tend to incorporate and use some of the characteristics of this negotiation process style.
7 – 11	28 – 46	Low	In the negotiation process, you incorporate and use very few of the characteristics of this negotiation process style.

Conflict arises when two or more people have different opinions about an issue or issues. There is no on best style to use in all situations in which you are negotiating. Each of the styles can be useful in different situations. You do not have a single specific style for dealing with all negotiations. People are able to use all four styles. Many of us, however, rely on and get comfortable using one of the styles more often than the others. Similarly, the area in which you scored the lowest tends to be your least used negotiation style. To learn more about why you prefer one style over the others, continue to follow along in this training.