

Negotiating from a Distance

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Tips for Virtual Negotiation

- Prepare to Avoid Technical Difficulties.
 - Sample sessions over Zoom.
 - Test devices and Download Updates.
 - Connect with your IT Department.

Practical Advice

- Security is Key
 - Disable screen sharing for all users except the host.
 - Utilize the Waiting Room feature.
 - Lock the meeting after a set time.
 - Create a password for each bargaining session.
 - Require all participants to RSVP for the meeting.
 - In your ground rules, set the direction that no recordings will take place.



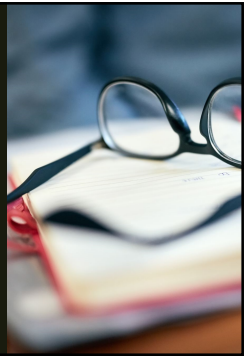
Practical Advice

- Be prepared to do up front work.
- Be adaptable to situations, technical problems are inevitable.
- Be comfortable with silence.
- Say no to multitasking.
- Switch between different communication media.
 - Zoom
 - Email/Texting
 - Phone

Pick the best tool for the present task.

Guidance for Finalizing Documents

- Scanning and Emailing Documents
- DocuSign



Video Conferencing Pros and Cons

Pros

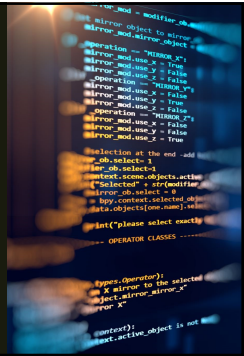
- Mirrors face to face communication
- Shortened Sessions
 - Ability to do multiple bargaining sessions in one day.
- No Travel Time
- Fewer Expenses

Cons

- Seen as a talking head. Unable to get the full effect of non-verbal communication.
- Decreased attention span.
- Temptation to multitask.
- Technical difficulties and security challenges.
- Inability to quickly communicate with team

Other Methods for Virtual Negotiation

- Phone
- Email
- Texting




Email Negotiation Pros and Cons

Pros


- Gives time to clearly craft the message.
- Can send large amounts of information at once.
- Appealing to those new to negotiations or more introverted

Cons

- No visual or verbal cues.
- Delay in responses.
 - (days or weeks)
- Risk of reading and writing emails on the fly- leading to less coherent and accurate messages.
- Fosters "mutual invisibility"



QUESTIONS



THANK YOU

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