



NEGOTIATING COMPETENCIES

Description: the ability to work with other colleagues, teams, freelancers and suppliers to reach a compromise or a solution when working on projects, especially when challenges or problems arise, using good communication, persuasion and collaboration.

Main task	Be able to	Understand
Day-to-day negotiation with colleagues on projects	<ol style="list-style-type: none"> liaise with staff from different departments (e.g. creative, technical and production), freelancers and suppliers, to ensure everyone understands requirements and is ready to deliver them clarify requirements and expectations of colleagues' roles where there is any misunderstanding of requirements liaise with colleagues or clients requesting any work to approve proposed courses of action (e.g. review the quote and approve the cost and terms) suggest and agree workable solutions, when there are significant changes in schedule and plans 	<ol style="list-style-type: none"> how to balance different requirements from the colleagues/clients requesting the work, the supplier, your manager and/or the production in general the importance of being able to come to a compromise when working with others ways of reaching agreement on roles and responsibilities how to build trust in relationships to negotiate harmoniously the importance of contingency planning to deal with changing plans
Negotiate your work as a freelancer	<ol style="list-style-type: none"> estimate and agree realistic fee rates, schedule, and other expenses negotiate legal contracts that include expected income, time available and clear outcomes negotiate terms and conditions that meet legal requirements in terms of equal opportunities, employment law, production industry regulations and health and safety 	<ol style="list-style-type: none"> how to maintain contacts and negotiate work with potential clients how to estimate realistic rates for fees and, if appropriate, resources such as accommodation and expenses how to negotiate terms and conditions in line with legal and industry requirements
Advanced: negotiate budgets	<ol style="list-style-type: none"> agree a final budget which will meet the objectives and specification for the project estimate costs for different areas of responsibility, seeking appropriate expert approval/feedback from colleagues obtain quotes, get appropriate approvals for these and negotiate rates/terms when necessary negotiate and provide structured arguments, if necessary, to support the size and allocations of proposed budgets 	<ol style="list-style-type: none"> how to negotiate costs with other teams who to seek approvals from on the production or in the organisation before confirming budgets how to estimate costs realistically how to track and update costs accurately and efficiently
Advanced: negotiate when sourcing external services or suppliers	<ol style="list-style-type: none"> negotiate and reach agreement with suppliers about what will be delivered by them, at what cost and on what terms formalise your expectations using approved contracts or agreements with break clauses if appropriate confirm how you will check that their performance meets requirements 	<ol style="list-style-type: none"> how to negotiate deals with suppliers, and with internal colleagues, including getting appropriate approval before committing costs the organisational protocols and procedures when procuring external services or supplies, in particular the purchase order process the importance of ensuring contract terms are clear, complete, agreed and properly recorded

	4. discuss and agree any changes with suppliers and clarify the implications on quality, budget and timescales	
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Also see: Communication; Team working; Working as a freelancer