

Negotiation Mastery at Work Scorecard

The Negotiation Mastery at Work Scorecard

This scorecard helps you assess your negotiation skills by identifying your category, focusing on key improvement areas, and providing targeted recommendations to transform challenges into growth opportunities.

How to Use This Scorecard:

- **Review Your Category:** Match your total score to one of the five categories below. Each category describes your current negotiation approach, relative strengths, and suggested areas for growth.
- **Identify 1-2 key areas for growth** choose one or two focus areas where improvement will have the biggest impact.
- **Follow the recommendations**—even small, intentional changes can significantly enhance your leadership impact.
- **Attend a Cortex workshop or schedule an individual coaching program** to learn and apply advanced conflict management and negotiation skills.

Apply your Insights: By intentionally growing your internal negotiation mastery, you will shift from reactive to proactive leadership - transforming negotiation challenges into opportunities for team growth. Now, let's explore your results.

 **by Cortex Leadership Consulting**

Score Ranges and Categories

(Note: Each statement is rated 1 to 5, for a total possible range of 15–75.)



Category 1 (15–29): At Risk

You may feel overwhelmed during negotiations and often avoid conflict. Conversations about differing needs frequently lead to stress, and you might yield your position too quickly or become defensive. Your negotiation outcomes are inconsistent and often unsatisfying.



Category 2 (30–44): Building Momentum

You're developing basic negotiation skills and becoming more comfortable with constructive disagreement. While you sometimes struggle with confidence in high-stakes situations, you're increasingly able to articulate your position and listen to others. You're beginning to see patterns in your negotiation approach.



Category 3 (45–59): Increasing Confidence

You approach most negotiations methodically and can maintain composure under pressure. Your preparation is thorough, and you're adept at finding common ground in moderately complex situations. You're developing a reputation as someone who can resolve conflicts effectively while preserving relationships.



Category 4 (60–69): Skilled & Driven

You consistently achieve positive outcomes in negotiations and are seen as a capable mediator. You skillfully balance assertiveness with empathy and can navigate emotionally charged situations. Your strategic thinking allows you to anticipate obstacles and develop creative solutions that satisfy multiple interests.



Category 5 (70–75): Advanced Mastery

You demonstrate exceptional negotiation abilities across diverse contexts and are often sought out for your expertise. You transform potentially adversarial situations into collaborative problem-solving, creating value for all parties.

Category 1 (15–29): At Risk

Your Internal Negotiation Mastery is currently at risk. You may avoid important internal negotiations altogether or engage in reactive, unproductive interactions. Unresolved tensions could be impacting team trust, decision-making, and morale.

Build Self-Awareness

Explore your personal communication style (e.g., DISC) to understand triggers and why you may avoid or mishandle negotiation conversations.

Start Small

Practice managing lower - stakes negotiations to build confidence gradually.

Develop a Framework

Learn basic negotiation and mediation techniques to keep conversations productive and on track.

Seek Coaching & Support

Work with a mentor or coach who can guide you through structured practice.

Next Step: Focus on building foundational skills—know your style, try low - pressure negotiations, and adopt frameworks that encourage collaboration over confrontation.

Category 2 (30–44): Building Momentum

You have foundational negotiation skills but lack consistency. You grasp the importance of internal negotiation but may struggle with follow-through. Sometimes you overcompensate (pushing too hard) or avoid issues (not speaking up).



Refine Key Skills

If you're high D/I (DISC), focus on emotional regulation and deeper listening. If you're high S/C, practice assertive, structured communication.



Regular Check-Ins

Use quick team huddles or retros to address brewing tensions before they escalate.



Shift Mindset

View negotiation as a chance for innovative, mutually beneficial solutions, not just a source of conflict.



Ongoing Coaching

Seek feedback from trusted colleagues, and continue developing consistent negotiation habits.

Next Step: Identify a few specific habits to work on (e.g., active listening or assertiveness). Consistent practice in smaller settings will strengthen your skillset.

Category 3 (45–59): Increasing Confidence

You handle internal negotiations fairly well but may occasionally default to emotional reactions or avoid deeper discussions. While your approach is generally structured, you can sharpen adaptability, influence, and emotional intelligence in tougher conversations.



Strengthen Advanced Techniques

Focus on asking "high - impact" questions that shift conversations from tension toward solutions.



Balance Empathy & Assertiveness

High D/I individuals may need to practice more perspective - taking. High S/C individuals might aim for a direct yet relationship - focused style.



Reflect on Patterns

Look at past negotiations to see recurring issues or stress points, and plan for more proactive responses.



Practice in Safe Spaces

Use smaller team meetings or routine check - ins to refine techniques before tackling higher - pressure scenarios.

Next Step: Build on your foundation by incorporating advanced questioning, deeper empathy, and more consistent follow - through in higher - stakes conversations.

Category 4 (60–69): Skilled & Driven

You have a strong, solution - oriented mindset and effectively manage internal negotiations. Small inefficiencies may surface in high - emotion situations or with particularly challenging personalities. However, your overall approach yields constructive outcomes.



Enhance Psychological Safety

Encourage open dialogue by modeling vulnerability and supportive listening.



Neutral Reframing & Data-Driven Decisions

Continue to refine reframing techniques and lean on factual information to navigate emotional barriers.



Master High-Stake Negotiations

Learn strategies for complex power dynamics, interdepartmental negotiations, or emotionally charged topics.



Share Your Expertise

Mentor rising leaders or peers to improve your organization's collective negotiation capability.

Next Step: Expand beyond your personal mastery by helping others develop their skills and refining your own approach for the most challenging scenarios.

Category 5 (70–75): Advanced Mastery

You are at the top of your game in internal negotiation. You consistently navigate difficult conversations with confidence, clarity, and empathy, creating a high - trust environment and using conflict as a source of innovation.



Next Step: Focus on scaling your expertise—leading major organizational initiatives, training emerging leaders, and continuously refining high - level negotiation strategies for maximal impact.

Descriptions & Coaching Recommendations for Everyone



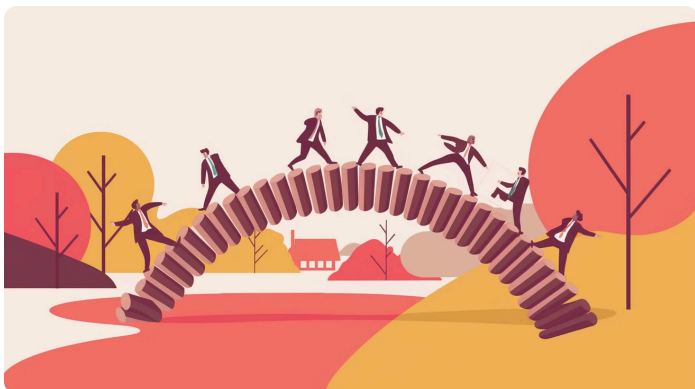
Starting Point Assessment

Your score is a starting point for understanding your current negotiation approach and identifying high-impact development opportunities. Remember that mastery is developed through intentional practice over time.



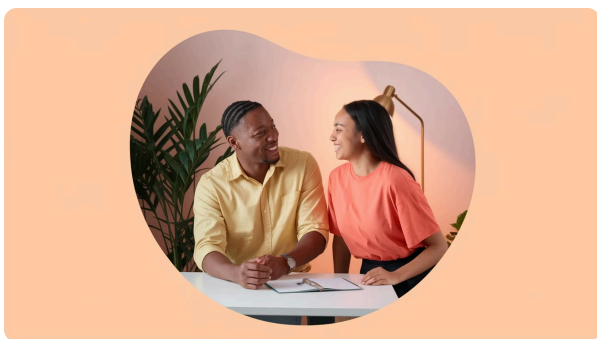
Consistent Improvement

Consistent small improvements lead to significant results. Many leaders find that even modest improvements in negotiation effectiveness dramatically enhance their ability to influence outcomes.



Relationship Building

Enhanced negotiation skills help build stronger working relationships and achieve organizational objectives with less friction and greater buy-in from all parties.



Accountability & Progress

Consider sharing your results with a trusted colleague or mentor who can provide additional insights and accountability. Regular reassessment every 3-6 months can help track your progress.

Final Thought



**Cortex Leadership
Consulting**

Conflict and negotiation are not obstacles to avoid—they are pivotal opportunities to refine leadership and cultivate collaboration. By applying the strategies suited to your specific category, you can transform everyday disagreements into catalysts for innovation, trust, and growth across your team and organization.