

Negotiation Strategy Planner

Issue Spotting

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| Our Interests 1. 2. 3. 4. 5. | Their Interests 1. 2. 3. 4. 5. |
| Our Issues 1. 2. 3. 4. 5. | Their Issues 1. 2. 3. 4. 5. |
| Our Positions 1. 2. 3. 4. 5. | Their Positions 1. 2. 3. 4. 5. |

Planning the Meeting

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|---|--|
| What topics are on the agenda (in order of priority)? 1. 2. 3. 4. 5. | |
| When will we meet? | |
| Where will we meet? | |
| What are our deadlines? | |
| Who should attend for our side? | Who should attend on their side? |
| Who has decision-making authority on our side? | Who has decision-making authority on their side? |
| Who will speak for our side? | Who will speak for their side? |

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| <p>What information will we provide?</p> | <p>What information do you expect them to provide?</p> |
| <p>What information will we <u>not</u> disclose?</p> | <p>What information do you expect them to <u>not</u> disclose?</p> |

Evaluation

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|---|---|
| <p>If we DO NOT reach an agreement, what is our next best alternative?</p> | <p>If we DO NOT reach an agreement, what is their next best alternative?</p> |
| <p>If we DO NOT reach an agreement, what is the worst that could happen for us?</p> | <p>If we DO NOT reach an agreement, what is the worst that could happen for them?</p> |

Brainstorm Options

What can we agree on?

What is the most obvious solution?

Brainstorm options besides the most obvious one.

What options would help both sides?

What options would harm both sides?

What objective criteria can we use to evaluate our options?



How will we know if this negotiation is successful?