

NEGOTIATION PREPARATION FORM (Page 1)

Name	Jane Doe	Case	Sally Soprano – Sally’s Agent
------	----------	------	-------------------------------

CREATING & DISTRIBUTING VALUE				
My (My Client’s) Interests	Their Interests	Our Resources & Capabilities	Their Resources & Capabilities	Value-Creating Options
List Your Interests	List your preliminary thoughts about their interests	What could you bring to the table to trade?	What might they bring to the table to trade?	Considering the interests, resources, and capabilities of both sides, ID some possible value-creating trades
- WHAT DO YOU WANT? WHY DO YOU WANT IT? - INCLUDE YOUR IDEAS OF A GOOD OUTCOME, AND YOUR MOTIVATIONS - Could be money, could be things to do with your reputation, your long-term personal or business goals, your dreams, your sense of control, etc. Remember the Buckets You want to find interests that are: - Shared (you both want) - Complimentary (don’t get in each others’ way but could be built upon) - Conflicting Goal is to meet your interests very well	- PUT YOURSELF IN THEIR SHOES & Write about why they might want what they want - Basically the same as the first column, but from their point of view - Goal is to satisfactorily meet their interests	What do you have to offer that: - Meets their interests - May be unique to you that you can offer them - THINK CREATIVELY – THE MORE RESOURCES YOU ID, THE MORE THINGS YOU COULD NEGOTIATE	- What can they give you? - Try hard to find new things they could give you that you couldn’t do on your own - THINK CREATIVELY	WHAT ARE YOUR MAIN IDEAS FOR AN OFFER? LIST THEM OUT WHAT TYPES OF <u>EXTRAS</u> WOULD MAKE THE OFFER EVEN BETTER? THINK OF THE DEAL AS AN ICE CREAM SUNDAE. THE MAIN PART OF THE DEAL IS THE ICE CREAM, THE VALUE-CREATING OPTIONS ARE THE TOPPINGS BE CREATIVE – THINK UP LOTS OF “TOPPINGS” THAT COULD MAKE THIS DEAL BETTER THAN BASIC

NEGOTIATION PREPARATION FORM (Page 2)

Creating & Distributing Value (continued)		Empathy & Assertiveness		Principals & Agents	
My Alternatives/Reservation Value What you can do to meet your interests if you walk away (circle your BATNA) - ALL THE OPTIONS YOU HAVE - What will you do if you don't make a deal with your negotiating partner? - List all the possible things you might do within an agreement or if you can't agree - Circle your best option that doesn't involve agreeing with the other side – that's your BATNA	Their Alternatives What they can do to meet their interests if they walk away (circle their BATNA) Do the same for them	Info to Learn & Questions to Ask of Them to Show Empathy INQUIRY: What could you ask them about their work/their business/their circumstances/their goals/their resources/their options that you don't know that would be helpful in coming up with a better agreement? ACKNOWLEDGMENT: What could you say that would help them see you understand where they are coming from?	Info to Share with Them & How ADVOCACY: What information about your situation/position do you want to share with them? What are some ways that you could share this to build trust, develop a Win-Win situation, get them to agree with you?	Principal-Agent Issues on my side (diff incentives & info) Do you have a client? A boss? A constituency? Someone you report to? How are your interests as the person at the table different from theirs? What might they want that could conflict with what you want?	Principal-Agent Issues on their side (diff incentives & info) Same questions, from their point of view.
				Managing Relationship/What Are You Working On? How will you manage differences that arise? How will you manage your negotiating style tendencies? What skills/approaches are you working on based on previous feedback? REFLECTION BASED ON PREVIOUS EXPERIENCE Talk about the feedback you have received – what do you want to make sure you do as a negotiator? What new things do you want to try based on your feedback?	
Objective Criteria/Standards to Consider What previous deals, rules, frameworks, decisions, analysis techniques, or outside expert created standards could be used as examples of either a "good" deal, or a "good" process for coming to an agreement?		Negotiating Process Process to propose? Time for exploring interests & value-creating opportunities? Efficient distribution? How do you want to structure your time in the discussion? How much time on getting to know them, identifying interests, negotiating terms, writing up your agreement, etc.		What have been your weaknesses in your negotiations before? What are you going to do to minimize their effect on your negotiation?	