

This preparation sheet is a tool to guide you through the negotiation preparation process. Please take the time to complete this form thoroughly as the details and process itself will help you achieve the results you are working towards.

As you complete the form, you may find it helpful to think about the following:

- This is not a “stepped” process – you may move through and return to all elements in any order you choose.
- This page will expand as far as you need it to – do not limit your preparation to the one page.
- Preparation requires homework and research. The more time you put in, the better the results.

PARTIES: *Who are the parties involved in the negotiation at and away from the table?*

Us:

Them:

INTERESTS: *What motivates each party to negotiate; their goals, hopes, needs.*

Our Interests:

Their Interests:

OPTIONS: *What the parties could do together to meet their interests. Possible solutions.***OBJECTIVE STANDARDS:** *Standards of fairness recognized by both parties (Industry norms, market prices, precedents, company policies, laws, expert opinions, etc...)*

ALTERNATIVES: *What each party can do on their own to meet their interests.*

What we could do if no agreement:

What they would do if no agreement:

RELATIONSHIP: *What is the current and future ideal relationship and how to close the gap between the two?*

Describe current relationship:

Describe future ideal relationship:

Actions to close the gap between the current relationship and the future ideal relationship:

COMMUNICATION: *How messages are sent and received by each party.*

Questions to ask (inquiry):

Messages to send (advocacy):

COMMITMENT: *What each party will and will not do prior to, during, and after the negotiation.*

Process: (e.g., amount of time at table, commitment to seek win-win outcome):

Outcome: (Options in action – exchange or payment of time, money, resources, etc...):