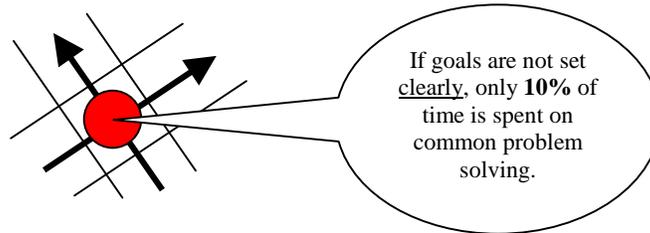


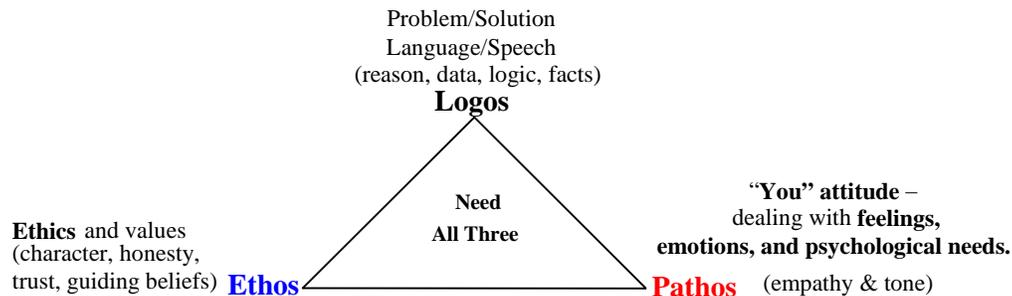
NEGOTIATION PLANNING WORKSHEET

Successful Negotiations means **Everyone Wins**; Focus on Needs

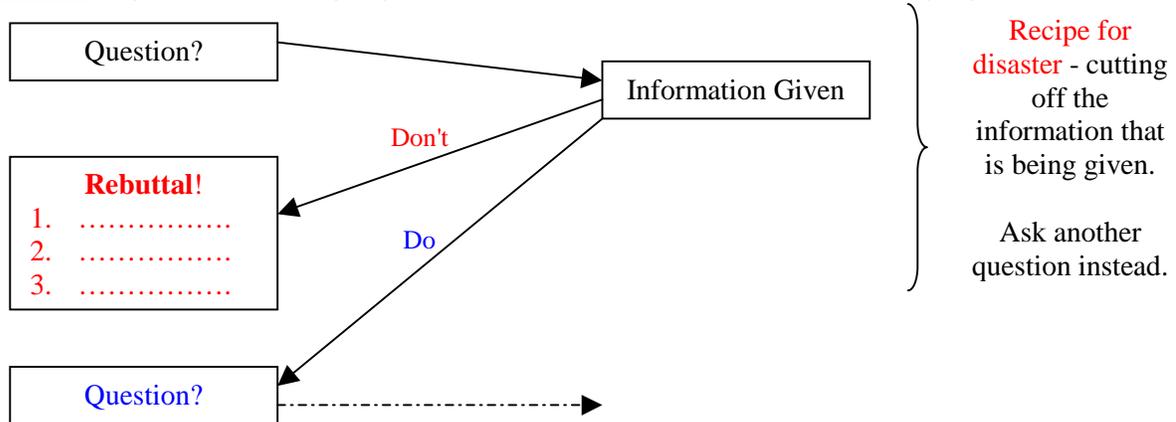
- Have a clear sense of your target - what you want to achieve [Range: Minimum ... Maximum]
- Set / discuss the desired outcomes (for both parties) in the **1st 2 minutes** of the negotiation session - set expectations clearly and early. After defining the general outcomes, you can fine-tune the issues more clearly and give greater focus to the discussion to lead towards a resolution.



- Know what to and how much to say (know when to stop pushing) and especially what not to say.
- Remember, to persuade, you need to have 3 elements in place:



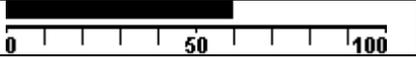
- Never set your price down first - you give away your entire position to the other party.
- Control your emotions - loss of control will lead to loss in desired outcomes.
- Consider the real issues as opposed to the perceived issues: **What is really going on?** Do not focus on positions or people! Focus on the problem and do not get personal.
- Do not rebut or plan to counter people's information - instead learn more and propose a better solution:



- Unless it is a matter of survival (life & death), you cannot lose if you **negotiate from a position of principle**.

	ME	OTHER PARTY
<p>ISSUES</p> <p>(Why we are meeting, What is it that we want to resolve)</p>		
<p>OBJECTIVES</p> <p>(What is wanted)</p> <p>Note: Probe to determine concealment</p>		
<p>VALUES-BASED ASSESSMENT: PERCEIVED NEEDS & INTERESTS</p> <p>(Emotions & Feelings)</p> <p>Note: Empathy - control your emotions - take a break!</p> <p>Note: Ignore or neutralize intimidating behavior - evaluate implications</p>		
<p>What does the "Other Party" deeply value? What are they here to do? What would they die for? Fairness, Equity, Ethics, Principles, Morals, Integrity, Honesty, Trust, Ego, Power, Control, Money, Happiness, Punishment, Priorities, Direction, What gives the them Pleasure and Pain? Etc.</p>		
<p>POTENTIAL CONCESSIONS</p> <p>(Things I'm willing to give up; Other party's bargaining chips.)</p> <p>Note: Don't give options away!</p>		
<p>SETTLEMENT OPTIONS</p> <p>(Possible solutions to the issues)</p> <p>Note: Do not compromise or negotiate from a weak position - say No! Negotiate from a position of principle!</p>		
<p>ALTERNATIVES</p> <p>(What do I do if the negotiations fail?)</p>		

POST NEGOTIATION ANALYSIS

OVERALL EFFECTIVENESS		~ 60%
COMMENTS	This issue [What happened]	
SUCCESSSES	Achieved outcomes of [Dos]	
REGRETS	Too much emotions [Don'ts]	