

Tero International

Preparing for the Negotiation

Very few people put much thought into preparing for a negotiation. Use this worksheet to begin preparing for your negotiation situation. Follow the four steps to successful negotiations.

The four steps to a Win/Win are these:

1. Separate the people from the problem
2. Focus on interests rather than positions
3. Generate creative options that benefit both parties
4. Use objective criteria

Separate the people from the problem

The first critical step in planning your negotiation is in knowing your goals. In determining your goal, ask, “What am I trying to accomplish”, not “What am I going to say?”

What do you want from the other party? What action do you want the other party to take? What do you hope to accomplish? Are all questions to consider in identifying your negotiation purpose.

What is the purpose of the negotiation? _____

Who is the other party in the negotiation? _____

How are you perceived by the other party? _____

How can you increase your credibility with the other party? _____

What is the past history with the other party? _____

What do you have in common with the other party? _____

What do you know about the background and interests of the other party? _____

What sincere compliment can you pay to build rapport? _____

How can you create a productive negotiation environment? _____

Focus on interests rather than positions

In the first step you focused on the relationships and goals of the negotiation. This second step considers your underlying interests and the interests of the others you are negotiating with and what is most important to them. Knowing the interests of the others involved helps you to prepare and increases the probability of getting your objective achieved.

Think about your underlying interests and write them down in the space provided. Ask the question “why?” five times to get to your underlying interests.

What are your top values? _____

How are you going to ensure your behaviors align with your stated values? _____

What are the underlying interests of the other party? _____

What are the personal or emotional needs of the other party? _____

What does the other party value? _____

What is the most important benefit to the other party? _____

What is the ZOPA? _____

What is your BATNA? _____

What is the other party's BATNA? _____

What are your listening filters? _____

What are the listening filters of the other party? _____

What open-ended questions can you ask to learn more? _____

Generate creative options that benefit both parties

What creative ideas do you have? _____

What ideas might they suggest? _____

What are they likely to support? _____

How can you appeal to this? _____

What is their concern (possible negative reaction)? _____

What strategies might be of help to you in your negotiation? _____

How would an unbiased, objective, third party view this negotiation? _____

Use objective criteria

What objective criteria might both parties agree to? (consider markets, industry standards, policies, laws, precedent, budgets)

What objective criteria do you have to address their concerns? _____

What challenging questions do you expect to be asked? _____



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