

# Planning a negotiation: checklist

1. Who will lead the negotiation?

(a) for **you**: \_\_\_\_\_ (b) for **them**: \_\_\_\_\_

And who else will take part?

(b) for **you**: \_\_\_\_\_ (b) for **them**: \_\_\_\_\_

Why, when and with what authority?

3. What is the high-level reason for the negotiation, and the mutually intended outcome?

\_\_\_\_\_

4. What are **your** key points?

...and what might **theirs** be?

(a) \_\_\_\_\_

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

(d) \_\_\_\_\_

\_\_\_\_\_

M, G, B or A?

M, G, B or A?

5. Analyse these (**Must, Give, Bargain, Avoid**) Can you do the same for **their** key points?

6. For each of your key points, where are your boundaries of acceptance?

	Min (worst)	Objective (balanced)	Max (best)
(a.)			
(b)			
(c)			
(d)			

7. How are you **feeling** about the up-coming negotiation? Would it help to discuss/rehearse the negotiation (or part of it) with a friend, partner or colleague? Who will you ask?

\_\_\_\_\_

8. How do you think the **other party** is feeling? Have you negotiated with them before?

\_\_\_\_\_

9. What is your chosen **BATNA** – if you really can't reach agreement on the key points?

\_\_\_\_\_

\_\_\_\_\_