

NEGOTIATION WORKSHEET

What do you need / want to negotiate for?

STEP ONE: HOMEWORK

What do you / does your group want?

Is there more behind what you're asking for? What do you / does your group really want? What is motivating your need to negotiate?

What is your / your group's BATNA? What more information do you need about your BATNA options? Who else do you need to talk to? How strong is your BATNA?

What is YOUR / your group's value to the person / people you are negotiating with? How do they view you / your accomplishments?

What do THEY want?

Who are you negotiating with? Is there anybody else who needs to be there? How will you negotiate and should you form alliances beforehand?

What is their BATNA? What is in it for them?

What do you know about the people you're negotiating with? What are their styles and priorities?

*Separate the people from the problem / focus on interests not positions.

What is mutually beneficial about what you're negotiating for?

What are other competing priorities for them and why should yours be considered? Are there groups that would benefit / other priorities that your proposal would help accomplish? What are the current "market forces" that are relevant to your ask?

What are you going to ask for?

Review BATNAs/ priorities, and know your / your group's value.

STEP TWO: PREPARE YOUR AUDIENCE (MAYBE)

Should you send a proposal? If you need a 2 min elevator pitch, what are you going to say?

Who else do you need to prepare? How are you going to prepare them?

STEP THREE: BRAINSTORM

At your table, talk about what the counterpoints might be. What questions can you ask in response?
What are the likely outcomes and what are the options if the negotiation does not go well?