

Negotiation planning guide

Overall goal: (broad statement of outcomes: - tangible and intangible)

Substance of the Negotiation. (brainstorm needs and what can be offered to satisfy those needs)

N	My needs. tangible, psychological	O	Their tradables (I think)
	Their needs (I think)		My tradables

In N, indicate prime (P) needs.

In O indicate expensive (E) / cheap (C) offers

Need to find more about:

Have in common:

Alternatives available to negotiating with this party

Balance of power: with me _____ with them

Leverage points: valuable information; exclusivity; legislation; they need us, need to agree.

Position analysis - for key tradables

Tradable	Opening	Walk away

Concession pattern: size of concessions - particularly your expensive currencies/offers

Tactics planning:

Pre-negotiation: location, timing, seating arrangement.

Scene setting: how long, want to cover/find out, want to offer info. on.

Opening: get in first/wait/invite other? how 'hard' or 'soft' (assert, propose, suggest)

Exploring options: part or whole negotiate,? adjournment criteria, disclosing or secretive?

Agreement: ambiguities. form of agreement. subject to ratification.

