

Negotiation Preparation Form

I. The Tension Between Creating and Claiming

1. What are the Interests of the two parties?

My Interests

Their Interests

2. What Resources and Capabilities might we trade?

My Resources and Capabilities

Their Resources and Capabilities

3. What value-creating Options might there be to meet these Interests?

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4. What are the distributive issues in this negotiation?

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5. What are our Alternatives away from the table? (Circle BATNA)		6. What Criteria might help us to resolve disagreements?
<i>My Alternatives</i>	<i>Their Alternatives</i>	<ul style="list-style-type: none">

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II. The Tension Between Empathy and Assertiveness		III. The Tension Between Principals and Agents
1. What story are we each telling ourselves about this negotiation?		1. What relationships are at play in this negotiation? (Draw a relationship “map” if helpful)
<i>First Position: I believe that ...</i>	<i>Second Position: They believe that ...</i>	

<p>2. What will I do to demonstrate understanding of their perspective?</p>	<p>2. What incentives exist between P & A that could influence our negotiations?</p>	
<p><i>Questions I might ask:</i></p> <ul style="list-style-type: none"> · · · · · 	<p><i>Between P & A on our side?</i></p>	<p><i>Between P & A on their side?</i></p>
<p>3. What messages about my perspective do I want to be sure to assert?</p>	<p>3. What information asymmetries exist between P & A that could influence our negotiations?</p>	
<ul style="list-style-type: none"> · · · · · 	<p><i>Between P & A on our side?</i></p>	<p><i>Between P & A on their side?</i></p>

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