

STRATEGIC NEGOTIATION PREPARATION WORKSHEET

Significant Parties in the Negotiation	Main Issues/topics in Conflict or Negotiation	Interests
<p>Main Parties (Identify the main people or groups “at the table” and their allies or supporters. Consider drawing a diagram – use last page if space is needed).</p>	<p>Issues or topics to deal with in the negotiation (like a Table of Contents for the negotiation):</p> <ul style="list-style-type: none"> • • • • • 	<p>Interests of the Parties: Needs, wants & concerns of each party, not just what they <u>say</u> they want.</p>
		<p>Their Interests:</p>
<p>Second and Third Parties: (Identify other people or groups with a stake in the outcome of negotiation, including those who might play a blocking role.)</p>	<p>Positions (stated demands) of the Parties on key issues:</p>	<p>Your Interests: (what do you most care about and want from this negotiation? Of those, what are the priorities?).</p>
		<p>Others' Interests: (are there other key groups or decision-makers that need to be satisfied with a negotiation outcome?).</p>

Options	Alternatives (BATNA)		Legitimacy (Objective Criteria)		Communication and Relationship-Building
Generate a list of possible solutions that could meet the parties' interests. <ul style="list-style-type: none"> • • • • • • 	Consider each party's alternatives to a negotiated agreement, i.e. what each side might do if agreement is not reached. <u>Your BATNA:</u>		What objective criteria or standards of legitimacy are potentially relevant:		What is the history and current state of the relationship: how will the relationship affect the negotiations? What you could do to improve the relationship?
(This cell continues from the previous row, containing the same list of bullet points)	<u>Their BATNA:</u>	<u>Others' BATNAs:</u> (e.g. <u>Who might need to sign off?</u> <u>Who could act as a "spoiler"?</u>	<u>Could Help</u>	<u>Could Hinder</u>	<i>Communication:</i> How will you open the negotiation? What do you need to learn from them? What questions will you ask? What key points to convey to them?

Additional Notes and or Visual Aids (such as a Stakeholder Diagram, Organizational Chart or Relationship Map):