

Negotiating For Success

Determining Your Position

1. What is the outcome you desire from the negotiation? Be specific.
2. What evidence / statistics / data / guidelines /rules can you use to support this outcome?
3. What is your best alternative to a negotiated solution?
4. What is your worst alternative to a negotiated solution?
5. What is your walking away point (the very least you are willing to accept)?
6. What can you offer that is of high value to the other party, but low value to you?
7. How have other negotiations such as this been resolved? What methods have been used?

Researching Their Position

1. What do you anticipate their desired outcome to be?
2. What do you know about the other negotiator personally? What can you uncover about their personality, methods, attitudes, negotiating style etc.?
3. What do you anticipate their best alternative to a negotiated settlement to be?
4. What can they offer that is of high value to you, but low value to them?
5. What will enable the other party to feel good enough about themselves to be able to end the negotiations thinking that they have gotten enough?

Areas of Agreement

What areas of agreement already exist?

What areas of agreement can be created?

Is either party constrained by a time deadline?