

Negotiation Aide Memoire

<p style="text-align: center; font-weight: bold; margin: 0;">NEGOTIATION CHECKLIST</p> <p>Preparation</p> <ul style="list-style-type: none"> ✓ Know whom you are dealing with ✓ Know your BATNA ✓ Do a 7-Element analysis ✓ Think of options – but don't commit to any <p>Key Actions</p> <ul style="list-style-type: none"> ✓ Confirm authority to proceed ✓ Create an agenda ✓ Focus on underlying interests, not positions (their concerns, hopes, expectations, and fears) ✓ Invent options for mutual gain (win-win solutions to the problem) ✓ Commit carefully and late (only when and if you have bettered your BATNA) ✓ Try to get the agreement in writing <p>Afterwards</p> <ul style="list-style-type: none"> ✓ Link the outcome to your system – report and implement as required ✓ Honor any commitments you have made ✓ Debrief and evaluate your performance ✓ Keep building your relationship 	<p style="font-weight: bold; margin: 0;">BATNA</p> <p style="font-weight: bold; margin: 0;">Best Alternative To a Negotiated Agreement</p>	<p style="font-weight: bold; margin: 0;">A GOOD OUTCOME IS...</p> <ul style="list-style-type: none"> ➤ Fair ➤ Efficient ➤ Wise ➤ Enduring
<p style="font-weight: bold; margin: 0;">7-ELEMENT ANALYSIS</p> <ol style="list-style-type: none"> 1) Alternatives (BATNA) 2) Interests 3) Objective Criteria (Legitimacy) 4) Options 5) Communication 6) Relationship 7) Commitment 		
<p style="font-weight: bold; margin: 0;">STRATEGIC PRINCIPLES OF INTEREST-BASED NEGOTIATION:</p> <ul style="list-style-type: none"> • Know what you want – be prepared to accept more • Work in the shadow of the future • Separate the people from the problem • Be hard on the problem – soft on the people • Explore the Zone of Agreement • Push to the Frontier of Possibilities 		

