## Negotiation Preparation Worksheet



## 7 Elements of Problem Solving

Focus on	Interests	Generate Options	Use Objective Criteria
My interests: What is important to me and why?	Their interests: What is important to them and why?	Generate many options before deciding: Focus on options that meet the interests of both sides.	What objective standards are persuasive?
If I have to prioritize, what's most important to me?	Which interests might be most important to them?		What is a fair process for reconciling differences or conflicting interests?

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## 7 Elements of Problem Solving

Know Your BATNA		Communication	Assess the Relationship		Make Clear Commitments
My alternatives: What will I do if we don't reach agreement?	Their alternatives: What might they do if we can't agree?	Inquiry: What questions do you want to ask?	Current: What is our current relationship like?	Preferred: How do I want our relationship to be?	What level of agreement am I seeking?
What can I do to improve my alternative?	(if appropriate) What can I do to worsen their alternatives?	Advocacy:  How do I want to frame the problem, my interests?	What are the possible causes of the gaps between our current relationship and preferred relationship?	What steps can I take towards improving our current relationship?	What authority do I have?
					What authority might they have?
		(remember to balance inquiry and advocacy)			