



# Negotiation Preparation Form

|  | Mine  | Theirs   |
|--|---|--|
| Goals  | What are my goals for this?                           | What might be their goals for this?                              |
| Relationship   |   |  |
| Interaction  |   |  |
| Next step  |   |  |
| Interests  | What are my interests?                                | What might be their interests?                                   |
|  |   |  |
| Issues   | What issues do I need to discuss?                     | What issues might they want to discuss?                          |
|  |   |  |
| Questions  | What questions can I ask?                             | What might I be asked? (My response?)                            |
| (What information do I need? What will help set the tone I want/need?) |   |  |
| Beginning  | What is my “first sentence” or opening strategy?      | What do I anticipate will be theirs? (How will I respond?)       |
|  |   |  |
| Persuasion   | What sources of persuasion do I have?                 | What sources of persuasion do they have?                         |
|  |   |  |
| Alternatives   | What alternatives do I have if there is no agreement? | What alternatives do they have if there is no agreement?         |
|  |   |  |
| Reservation point  | What is the minimum I need to reach agreement?        | What is my minimum of what I think they need to reach agreement? |
|  |   |  |
| Reminders to myself  |   |  |