

Negotiation Worksheet

I. Introduction

- I have something I'd like to discuss with you that I think will help us work together more effectively.
- I'd like to talk about _____ with you, but first I'd like to get your point of view.
- I'd like to see if we might reach a better understanding about _____. I really want to hear your feelings about this and share my perspective as well.

II. Both Parties Interests

I want to problem solve with you. I would like to tell you my perspective about a few things and I hope to hear your perspective as well. _____

III. Brainstorm options for the agreement.

- IV. Consider how you can add legitimacy to these options. What objective criteria or standards create a sense of fairness in the transaction? This dissolves a sense of arbitrariness from negotiations. (such as salary scales, reports, studies).

- V. Think about the alternatives for both parties. What alternatives do you have if you do not reach agreement? What alternatives might the other party have?

- VI. Focus on keeping lines of communication open. Ask about the other side's alternatives. Ask about their interests.

- VII. Assess your relationship with the other party. Where is it now? Where would you like it to be? Why is it like that? How can you improve it? Transparency, active listening, and empathy are great ways to improve negotiations and subsequently, relationships.