PLANNING GUIDE FOR NEGOTIATIONS

The Conflict Relationship

1. What kind of a conflict situation is this going to be? Does it appear possible for all parties to achieve their goals?

2. What has been the nature of my relationship with my opponent in the past, and how will that affect the current negotiations?

Goals

3. What are my goals in the negotiations?

4. Which goals are most important?

5. Given what I know about the opponent, what are the major issues likely to be?

Issues

6. Given my goals, assumptions and information about the opponent, what would be the best deal I could expect from this negotiation?

7. What would be a “fair and reasonable” deal?

8. What would be a minimally acceptable deal?

9. What will be a major issue at stake in this negotiation?

10. Do I have all of the information I need on each of these issues? If not, where can I get it?

11. Which issues have higher priority for me? Which have lower priority?

12. Which issues are linked together and therefore easy to package?

Analysis of Opponent

13. What are my opponent’s major characteristics, reputation and style?

14. Is there anything I need to learn about my opponent or his/her position to make this negotiation successful?
Competitive Advantages

15. What are the strongest points in my arguments? What advantages do I have going for me?

16. What are the strongest points in my opponent’s arguments? What will be the advantages he/she has going for him/her?

17. What is the weakest point in my position?

18. What is the weakest point in my opponent’s position?

19. At this point, do I want to modify my goals or objectives in any way?

The Negotiating Process

20. What kind of strategy do I want to use in this negotiation? Primarily, what kind of tone or climate do I want to set?

21. What do I have to get the other negotiator to do to make this strategy work?

22. If my strategy or plan does not work, what is my fall-back position?