

## TEMPLATE FOR PREPARING A NEGOTIATION

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What are our interests?

- Indicate in order of priority:

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What do we expect their interests to be?

- Indicate in expected order of priority:

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What are the matches and/or mismatches between our interests and theirs?

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Are there any opportunities for value growth and mutual gains?

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What are our alternatives?

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What are their expected alternatives?

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What is our dependence on them?

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What is the number of our alternatives?

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- What is the quality of our alternatives?
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- How prepared are we to actually use our alternatives?

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- How do we evaluate their current and future potential?

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What is their expected dependence on us?

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- What is the number of their alternatives?

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- What is the quality of their alternatives?

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- How prepared do we think they are to actually use their alternatives?

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- How do they evaluate our current and future potential?

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Based on this, what is our choice of negotiation strategy?

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Based on this, what is their expected choice of negotiation strategy?

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Is there a match or mismatch between their strategy choice and ours?

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What are the implications of this match or mismatch?

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What can we use as objective criteria to support our argumentation?

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What should and shouldn't we tell them?

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What questions should we ask to get the information we need?

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Which concessions are we prepared to make, and what do we ask for in return for what?

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What is the best-case scenario and our walk-away point on individual issues?

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What are the strengths and limitations of our negotiators – and ditto of theirs?

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Are there any cross-cultural issues that must be taken into account?

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