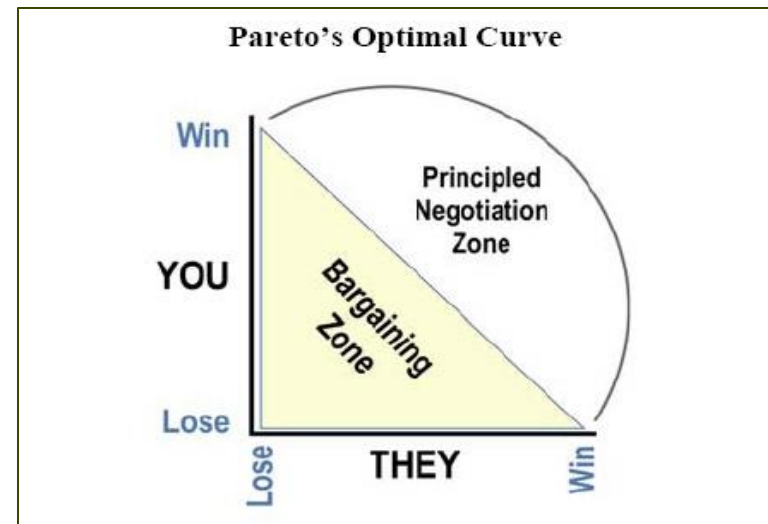
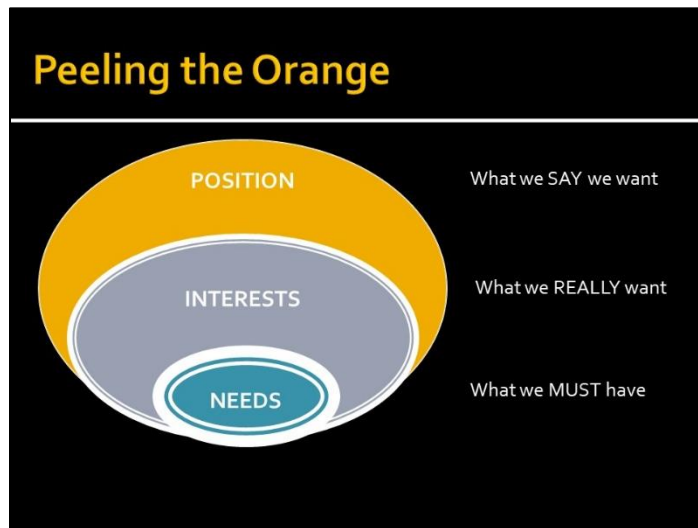
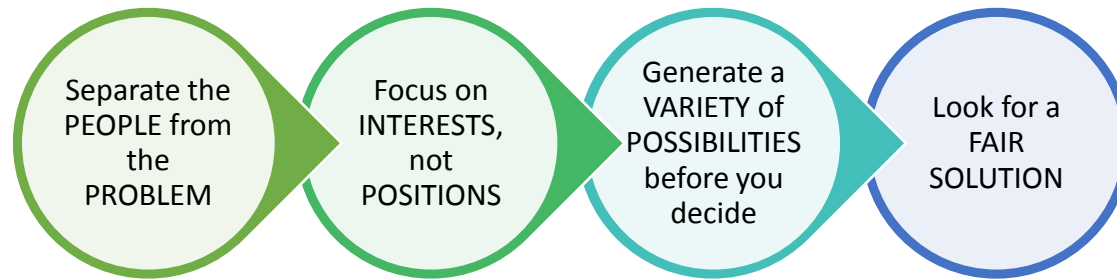




# Principled Negotiation Planning Worksheet

Managing by Network Study

## Elements of Principled Negotiation





# Principled Negotiation Planning Worksheet

Managing by Network Study

## Principled Negotiation Planning Worksheet

|                                | <i>What is this?</i>  | <b>My Point of View</b> | <b>Their Point of View</b> |
|--------------------------------|---|-------------------------|----------------------------|
| <b>People</b>                  | <i>Who are the people involved in this negotiation?</i>                                       |                         |                            |
| <b>Problem/Issues</b>          | <i>What are the substantive issue(s)?</i>   |                         |                            |
| <b>Working Style</b>           | <i>My default negotiation style: avoid, accommodate, compete, compromise, or collaborate.</i> |                         |                            |
| <b>Positions</b>               | <i>What I SAY I want</i>  |                         |                            |
| <b>Interests / Needs</b>       | <i>What I REALLY want or need</i>   |                         |                            |
| <b>Zone of Mutual Interest</b> | <i>What are some common interests we share?</i>   |                         |                            |



# Principled Negotiation Planning Worksheet

Managing by Network Study

|  | <i>What is this?</i>  | <b>My Point of View</b> | <b>Their Point of View</b> |
|--|---|-------------------------|----------------------------|
| <b>Creative Concessions (Gives and Gets)</b> | <i>What are some things I might be willing to give or offer? What might I be hoping to get?</i>   |                         |                            |
| <b>Possibilities and Options</b>             | <i>What options are currently on the table? What else might be possible?</i>  |                         |                            |
| <b>Fair Solutions</b>                        | <i>What would a fair solution look like? What might be some objective criteria we could use (customs, precedence, legal or reciprocal)?</i> |                         |                            |
| <b>BATNA</b>                                 | <i>My best alternative to a negotiated agreement: what I will do if we do not negotiate or reach agreement.</i>                             |                         |                            |

*Once you reach agreement, be sure to document your agreement and follow up actions.*