Checklist For Effective Negotiation

With whom am I negotiating?

_______ Who are the parties?
_______ What are their needs?
_______ What are their personality styles?
_______ What are their differences?
_______ What do they want?

What are the key issues?

_______ Do all parties clearly understand the issues?
_______ What do we have in common?
_______ What do I want? What are my needs?
_______ What am I willing to give?

What is the negotiating environment?

_______ What kind of space: public/private?
_______ What kind of pressure for decisions?
_______ Whose spaces are we in?
_______ Whose commitment and trust exists?
_______ Whose costs are involved?

What is the negotiating process?

_______ Who asked for the meeting?
_______ Who will begin the process?
_______ Who will set the ground rules?
_______ Do we need complete agreement?
_______ How are decisions made?

What information do I need for negotiating?

_______ How will I gather the data?
_______ Will the information be acceptable?
_______ Do I discuss it before the negotiation?
_______ Do I need more time to gather data?
What is my negotiation strategy?

- Do I know my alternatives?
- Do I understand the issues?
- Do I have good solutions & options?
- Do I know my interest?
- Do I have a bottom-line?
- What are my goals in this relationship?
- What PAK (power, authority, knowledge) do I bring to the table?

How will the agreement be reached?

- Written agreement?
- Oral agreement?
- Formal or informal?
- Do I need feedback from others?

How will the agreement be implemented?

- Who is responsible?
- What is the time line?
- Are additional meetings needed?
- Does the solution need to be monitored by someone else?
- Is there need to renegotiate?

When negotiating it is important to:

- Express your feelings objectively
- Attack the problem not the person
- Build relationships as you negotiate
- Create a positive environment
- Problem solve in a positive way

Pearson-Barnes, Ginny, *8 steps for Highly Effective Negotiation*