

2
STEPS



How to plan my negotiation

Our negotiation strategy worksheet for effective preparation.

This one is really for those who have been on our negotiation course. It is a template document to aid your preparation and planning.

1

Complete the single negotiation objective. Remember that multiple objectives are likely to need separate worksheets, so use this first template to focus down and gain clarity.

2

Complete the strategy worksheet. This is best done via a team effort; print out a large copy of the template, stick it to a convenient wall and have the team stand around it to build an effective picture of the scenario. On the course we cover how to use this template in detail, most of it is intuitive, but here's a brief reminder of less obvious elements:

Negotiation Opponent Mode: Growth / Trouble / Even Keel / Over Confident.

Hot Buttons: What will resonate with each opponent. Often work related, but not always, for example it could be that final prestige's account just before retirement, or simply the chance to look good in front of the boss. Keep an open mind and look for things that have value in the opponents mind.



Title /
Reference

Players in this
Single
Negotiation
Objective

Ideal outcome

Worst case
outcome

Measure of
success

Title	<input type="text"/>	Value of Initiative	<input type="text"/>	Date	<input type="text"/>
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Negotiation Opponents			
	Name/Title	Role	Mode
1			
2			
3			
4			
5			

Hot Buttons		
Hot Button	Benefits from addressing their hot button	Possible approaches

Opponents Objectives / Criteria				
	Issues	Need (least acceptable agreement)	Want (Most desirable agreement)	Influence H/M/L
1				
2				
3				
4				
5				

Selected Messages	
	What message best increases our probability of reaching our most desired outcome?
1	
2	
3	
4	
5	

Our Leverage		
Alternatives	Strengths	Weakness

Key Negotiation Levers

Potential Actions to leverage strengths or reduce risks

Selected Actions