**I: The Problem:**

*Problem Statement I: I must negotiate with person to (solve what problem)*

**II: Goals and Decision Makers**

*Bottom line:*

*Influencers (should I negotiate with these people first?)*

*Target decision maker*

*My specific, high expectations*

 **III: Underlying Needs and Interest (Shared/Ancillary/Conflicting)**

*Mine*

*Theirs*

**IV: Leverage**

[ ] Me [ ] Other Party [ ]  About Even

*Who has the most to lose from overall from ‘no deal’?*

*What do I lose if there is no deal?*

*What steps or alternatives will reduce these losses?*

*If no deal, what will they lose?*

*Can I influence their alternatives or make their status quo worse?*

**V. Possible Proposals**

*Options: Build on shared interest/Bridget Conflicting Interests/Be Creative*

**VI: Authoritative Standards and Norms**

|  |  |  |
| --- | --- | --- |
| Mine | Theirs | My Counter Arguments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**VII: Third Party Moves**

*Can I use a third party as leverage? As an excuse? As an audience? Coalition partner?*

**VIII: Situation and Strategy Analysis**

*Their expected strategy*

[ ]  Competitive
[ ]  Problem solving
[ ]  Compromise
[ ]  Avoiding
[ ]  Accommodating

*Situation as they see it is:*

[ ]  Transaction
[ ]  Relationship
[ ]  Balanced Concerns
[ ]  Tacit Coordination

My Basic Style is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

So I need to be more \_\_\_\_\_\_\_\_\_ in this situation.

*Situation as I see it is:*

[ ]  Transaction
[ ]  Relationship
[ ]  Balanced Concerns
[ ]  Tacit Coordination

**IX: Best Modes of Communication**

|  |  |  |
| --- | --- | --- |
| [ ]  Agent | [ ]  Teleconference | [ ]  E-mail |
| [ ]  Face to face | [ ]  Telephone | [ ]  Instant Messaging |

**X: Overall Positioning Theme**

*A short statement that sums up your underlying purpose in this negotiation*