

NEGOTIATION 101: HOW TO BE PROPERLY PREPARED FOR A NEGOTIATION

This checklist provides an easy-to-follow list of activities to carry out when preparing for a negotiation. It is designed to ensure nothing is left out. It can be applied to most negotiation situations.

Activity	Done
1. Work out your aim and objectives for the negotiation.	
2. List the negotiable issues and work out your priorities and what you think the priorities will be for the other party.	
3. For each of the negotiable issues, decide your targets, putting in place a range of options from best to worst.	
4. List any likely areas of common ground.	
5. List the differences, likely objections and sticking points.	
6. Write out what you know about the other party and the impact this is likely to have on you.	
7. Identify the tactics and approach that you need to employ.	
8. Draw up your plan in such a way that each individual issue is independent of any sequence.	
9. Think through how you will respond to any objections raised by the other party.	
10. Ensure your knowledge of the subject matter to be negotiated is adequate.	
11. Think through the longer-term issues you should be taking into account during the negotiation.	
12. Develop your contingency plan which can be put in place, if it is necessary for you to walk away from the negotiation without an agreement.	