Negotiation Worksheet

What would be the ideal outcome from this negotiation?

What are your interests & position related to this negotiation?

What is your commitment to a successful negotiation (win-win solution, consensus decision making, mutual learning)?

What’s your BATNA (Best Alternative To a Negotiation Agreement)?

What could you do to improve your BATNA?

What do believe is the BATNA of the other?

What would be the ideal setting and environment for the negotiation?

Who might you engage to help you practise or roleplay of the negotiation?

* Understanding each other clearly
* Use of language (I, me, myself vs. We, Us and ourselves)
* Use of silence

What alternative options might be considered or proposed?

After the negotiation – reflect on the conversation. What did you learn? How might you improve in your next negotiation? Did you reach a mutually beneficial agreement (Win-Win)?

# Additional Resources

Adam Grant talks about how get better results when negotiating.

<https://www.ted.com/talks/worklife_with_adam_grant_the_science_of_the_deal>

The importance of relationship in negotiation.

<https://www.pon.harvard.edu/daily/negotiation-training-daily/negotiate-relationships/>

How to negotiate a partnership.

<https://www.entrepreneur.com/article/234425>

More on how to negotiate a partnership.

<https://www.entrepreneur.com/article/233450>

Tips on how negotiate a job

<https://hbr.org/2014/04/15-rules-for-negotiating-a-job-offer>

Getting to Yes author William Ury talks about creating successful agreements.

<https://www.ted.com/talks/william_ury_the_walk_from_no_to_yes>

# Bonus resources:

The follow podcast has some suggestions on how to deal with difficult conversations resulting from the pandemic

<https://hbr.org/podcast/2020/05/pre-pandemic-promises-bonus?utm_medium=email&utm_source=newsletter_daily&utm_campaign=dailyalert_not_activesubs&referral=00563&deliveryName=DM79438>