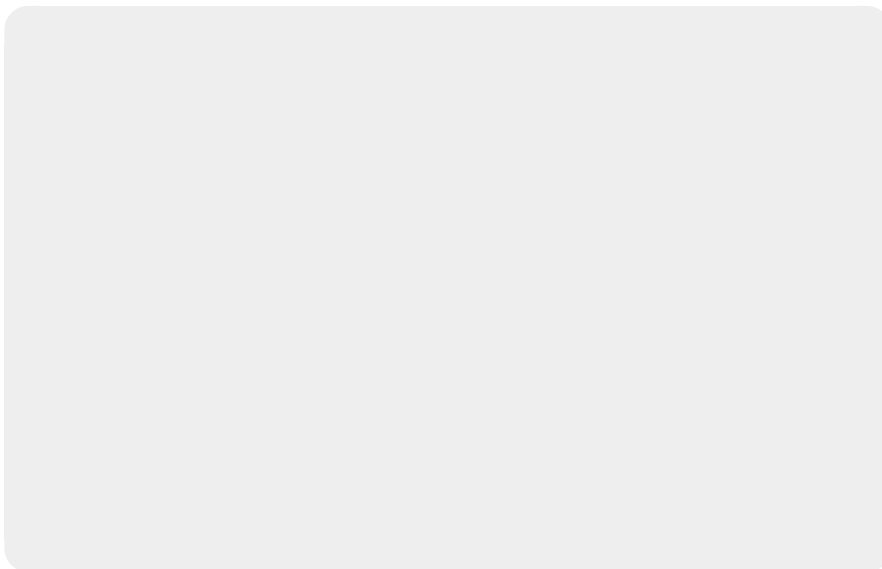


Preparing to Negotiate

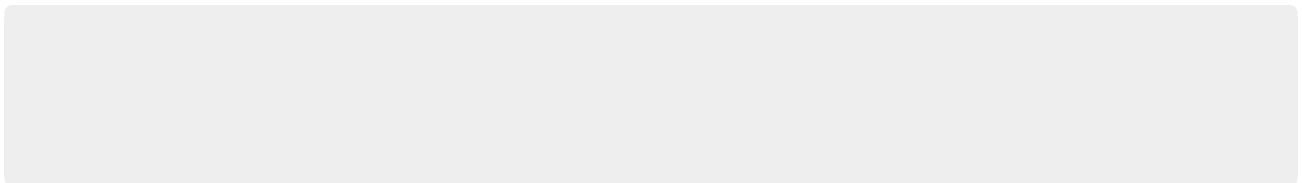
Gathering information

What do you know about your opponent?



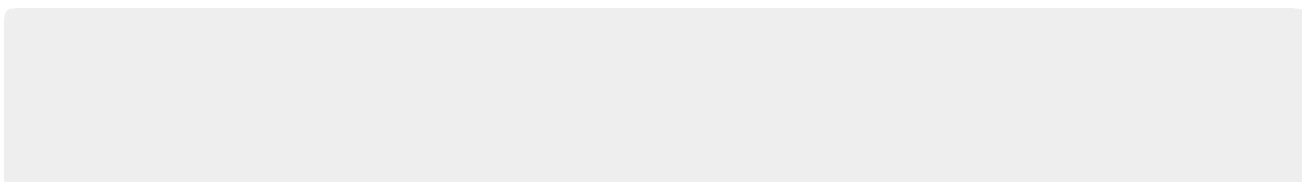
Examples:
Personality
Title/Role
Interests
Priorities
Values

Research the objective criteria which can anchor your negotiation.
(for example, average house prices in the area)



Your position

What is your reservation point?
(the least favourable point at which you'll accept an agreement)



Brainstorm some potential alternatives if you don't reach an agreement.

Think of how you could strengthen the best alternative option.

Key term: BATNA = Best Alternative to Negotiated Agreement

My BATNA:

Based on all this, what is the ideal outcome?

(addresses interests of both yourself and opponent, allows for ongoing relationship)

Dealing with emotions

Circle the emotions you're prone to, which may affect how you negotiate.

anxiety anger regret excitement other (specify)

Create a plan for how to manage those emotions.