Negotiation Preparation Sheet

Opposition:

Topic:

Lead Negotiator:

Supporting Negotiator:

Note Taker:

Write down in a sentence what you hope to achieve from this negotiation

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| Issue |  | Intend to get  *(your realistic expectation)* | Must *(achieve/avoid)* |
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| Wish list |  | Possible Concession list |
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Opening Statement:

What do you want it to do: Propose the agenda? Explain the expected outcome? Set the tone? Outline you position? Establish the timescale? Structure expectations? Explain you overall goal? Explain the non-negotiables?

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Power Balance

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| What you want | What they want |
| What you wish to avoid | What they wish to avoid |

Information

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| You need to get | You need to give |
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