Sheet for Preparation of Negotiations

1) (1) Are we confident to fully comprehend the subject of negotiation? (2) Do we have all information? (3) What issues need prior checking?

2) (1) What are our goals? (2) Which interests lie behind these goals?

   Goals:                                                     Underlying interests:

3) (1) Who is the decision maker on the other side? (2) What may be that person’s interests? (3) What expectations may that person face from the environment? (4) Compare the interests: Where are the other side’s and our interests complementary and where opposing?
4) Creatively develop as many solution options as possible. Beware! This must not lead to pre-determination.

5) Directly opposing interests: Check for possible attribute dependencies.

6) (1) What is our BATNA, what our WATNA? (2) How can we improve our BATNA and WATNA prior to negotiations? (3) What may be the other side’s BATNA and WATNA?