



PREPARING YOUR NEGOTIATION STRATEGY

The importance of thorough preparation for a negotiation cannot be overstated. Failing to plan and properly research means you most likely won't get the best deal you could, and you may even be taken advantage of. Completing a negotiation preparation worksheet can help you think things through in advance so that you have a solid strategy going into the negotiation. It's impossible to prepare for every eventuality in a negotiation, but using this job aide will help you think through your position and articulate your goals and deal breakers.

GOALS

Nice-To-Haves

Must-Haves

INFORMATION

What information do I have?

What information do I still need to gather?



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THE OTHER PARTY

What do I know about the other party?

What concessions am I willing to make?

What outcomes would be unacceptable? Why?

What assumptions am I making regarding the other party?

What is my BATNA?*

*BATNA=Best Alternative to Negotiated Agreement. That is, what will you do if you cannot accept the final terms of the negotiation, or if there is an impasse in negotiations?



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NEGOTIATION LOGISTICS

How much time should be set aside?

Where should the meeting be held?*

Who should attend?

Who opens?

***The physical environment you choose should be conducive to having good conversations. Choose a neutral location, and make sure the room is a comfortable temperature and has comfortable seating. Have water available and minimize any possible distractions.*