

Negotiation Worksheet

Client Name: _____ Date: _____ dd / mm / yyyy

Identify Goals: What are your primary objectives or desired outcomes from this negotiation session?

Understand Perspectives: Consider the viewpoints of all parties involved in the negotiation. List the concerns and priorities of each.

Gather Information: What information do you need to support your negotiation position? List any relevant data, facts, or research.

Evaluate Options: Brainstorm potential solutions or compromises that could address the needs and interests of all parties.

Develop Strategy: Based on the information gathered and options identified, outline a strategic approach for the negotiation. Consider potential obstacles and how to overcome them.

Communication Plan: How will you effectively communicate your position and listen to the perspectives of others during the negotiation?

Anticipate Responses: Think about possible reactions or responses from the other party. Prepare strategies for handling objections or counteroffers.

Finalize Agreement: Outline the terms of the agreement reached during the negotiation, including any concessions or compromises made by both parties.

Follow-Up Plan: Establish a plan for monitoring and evaluating the agreement's implementation. Determine any necessary follow-up actions or next steps.

Reflection: Reflect on the negotiation process. What went well? What could have been improved? What lessons did you learn for future negotiations?

Notes: