

NEGOTIATION PREPARATION CHECKLIST

Negotiation Preparation Checklist Define Your Objectives

Clearly identify what you want to achieve from the negotiation.

Notes: _____

Research the Other Party: Understand their needs, desires, strengths, weaknesses, and negotiation style.

Notes: _____

Determine Your BATNA

Know your alternatives if the negotiation fails.

Notes: _____

Establish Your Walkaway Point

Decide the minimum outcome you are willing to accept.

Notes: _____

Prepare Your Opening Offer and Concession Strategy

Plan your initial position and concessions.

Notes: _____

Set the Agenda

Determine the structure of the negotiation including key topics.

Notes: _____

Identify Potential Obstacles

Anticipate challenges and prepare solutions.

Notes: _____

Plan Communication Strategies

Decide how to address sensitive issues.

Notes: _____

Practice Active Listening

Prepare to listen carefully to understand the other party.

Notes: _____

Role-Play with a Colleague

Simulate the negotiation to refine your strategy.

Notes: _____

Prepare Documentation and Supporting Materials

Gather necessary documents.

Notes: _____

Logistical Preparation

Arrange the meeting details such as time, place, and medium.

Notes: _____

Mental Preparation

Get into the right mindset, ensuring calmness and focus.

Notes: _____

Review and Rehearse

Go over your plan and practice before entering the negotiation.

Notes: _____
