

# NEGOTIATION WORKSHEET

## Negotiation Preparation

- **Objective:**
  - What is the goal of this negotiation?
  
- **BATNA (Best Alternative to a Negotiated Agreement):**
  - What are your alternatives if negotiations fail?
  
- **Reservation Point:**
  - What is the worst outcome you are willing to accept?
  - Define your reservation point:
  
- **Key Interests and Issues:**
  - What are the key interests and issues for both parties?

## Opening

- **Opening Statement:**
  - How will you start the negotiation to set a positive tone?
  - Draft your opening statement:

- **Agenda:**
  - What topics will be discussed, and in what order?
  - Outline your agenda here:

## Discussion

- **Questions to Explore Interests:**
  - What questions will you ask to understand the other party's interests?
  - List your questions:

## Bargaining

- **Initial Offer:**
  - What will be your initial offer?
  
- **Concession Strategy:**
  - What concessions are you prepared to make?
  - Detail your concession strategy:

## Agreement

- **Terms of Agreement:**
  - What are the specific terms and conditions that need to be agreed upon?
  - List the terms here:

- **Documentation:**
  - How will the agreement be documented?
  - Outline the documentation process:

## Closing

- **Next Steps:**
  - What are the next steps after the agreement?
  - List next steps:
  
- **Follow-Up:**
  - How will you follow up on the agreement?
  - Plan your follow-up here: