Negotiation preparation checklist

Use this document to prepare your negotiation – discuss the questions within your team, so that you are prepared to negotiate with your counterparts effectively. Make notes to help you.

1. What is the negotiation about?

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1. Do you know your counterpart and his/her company? Is there a current relationship?

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1. If you do know your counterpart, is the relationship good? Has there been a breakdown in the past? Have you already negotiated something with them? How did it go?

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1. Do you think this will be a one-time negotiation or one which you are likely to negotiate and renegotiate in the future?

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1. What would a successful agreement look like to you?

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1. What would a successful agreement look like to your counterpart?

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1. If you don’t negotiate exactly what you want, what are you prepared to accept?

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1. Where do your interests overlap?

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1. How can you challenge what your counterpart wants?

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1. What conflict might you have?

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Language use checklist

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| Type of language | Used? Y/N | Examples? |
| 1. Introduce yourself |  |  |
| 1. Description of your role |  |  |
| 1. Describe organisation positively |  |  |
| 1. Listen actively – body language 2. Listen actively – spoken language |  |  |
|  |  |
| 1. Use of indirect communication |  |  |
| 1. Rapport building |  |  |
| 1. Making proposals |  |  |
| 1. Accepting proposals |  |  |
| 1. Rejecting proposals |  |  |
| 1. Bargaining |  |  |
| 1. Closing the negotiation |  |  |
| 1. Rapport building |  |  |
| 1. Other feedback: |  | |