

# Negotiating Planner

Use the following Plan to help you achieve Win-Win Negotiated outcomes.

1. What are your own goals, issues and settlement ranges for this negotiation?

	Ideal Positions	Target Positions	Least Acceptable Positions
Goal: _____			
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____

	Ideal Positions	Target Positions	Least Acceptable Positions
Goal: _____			
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____

2. Estimate the other party's goals, issues, and settlement ranges:

	Ideal Positions	Target Positions	Least Acceptable Positions
Goal: _____			
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____

	Ideal Positions	Target Positions	Least Acceptable Positions
Goal: _____			
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____
Issue: _____	_____	_____	_____

3. What do you agree on now?

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4. What will you probably disagree on?

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5. Have you established a relationship of mutual trust with the other party? If not what will you do to allow a personal relationship to develop?

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6. What are some Win-Win solutions to reconcile areas of probable disagreement?

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7. Form a Win-Win Agreement

<b>DO'S</b>	<b>DON'TS</b>
DO focus on problems, not personalities.	DON'T fall into the trap of positional bargaining.
DO focus on common ground.	DON'T attack the other party.
DO search for opportunities to expand the pie.	DON'T oversell your own ideas.
DO reduce the other party's tension.	DON'T become inflexible when exploring alternatives..
DO share information.	DON'T irritate the other party.
DO consider the other party's ideas.	

