

Negotiation Preparation Checklist

Checkbox:	PILLAR 1: VISION		
<input type="checkbox"/>	Our Key Interests Identified:	1)	
<input type="checkbox"/>	Counterpart's Key Interests Identified:	1)	
<input type="checkbox"/>	Our Preferred Strategy:	(select from list)	Counterpart's Preferred Strategy
<input type="checkbox"/>	Appropriate Negotiation Tactics:	1)	
<input type="checkbox"/>	Tactics to be Potentially Deployed by Counterpart:	1)	

Checkbox:	PILLAR 2: VALUE					
<input type="checkbox"/>	Our Prioritised Deal Objectives:	Objective	Real Base	Aspiration Base	Conflicting Objective	Shared Objective
		1)				
		2)				
		3)				
		4)				
<input type="checkbox"/>	Counterpart's Anticipated & Prioritised Deal Objectives:	Objective	Real Base	Aspiration Base	Conflicting Objective	Shared Objective
		1)				
		2)				
		3)				
		4)				
<input type="checkbox"/>	Our BATNA:	1)				
<input type="checkbox"/>	Counterpart's BATNA:	1)				
<input type="checkbox"/>	Concession Strategy: we will trade as follows	1)	for			
		2)	for			
		3)	for			



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Checkbox:	PILLAR 3: PROCESS			
<input type="checkbox"/>	Framing Statement:			
<input type="checkbox"/>	List of Probing Questions::	1)		
<input type="checkbox"/>	Team Based Negotiations:	Relationship Role:	Task Role:	Observer:
<input type="checkbox"/>	Structure:	<input type="checkbox"/> Agenda:	<input type="checkbox"/> Venue & Set-up:	<input type="checkbox"/> Minute Taker:
				<input type="checkbox"/> Debrief Scheduled:

Checkbox:	PILLAR 4: RELATIONSHIP			
<input type="checkbox"/>	Climate:	<input type="checkbox"/> Meeting Place:	<input type="checkbox"/> Use of Space:	<input type="checkbox"/> Appropriate Greeting:
				<input type="checkbox"/> Body Language:
<input type="checkbox"/>	Principle of Persuasion to be used:	<input type="checkbox"/> Reciprocity:		
		<input type="checkbox"/> Liking:		
		<input type="checkbox"/> Authority:		
		<input type="checkbox"/> Scarcity:		
		<input type="checkbox"/> Commitment & Consistency:		
		<input type="checkbox"/> Social Proof:		

