



Negotiator's Preparation Template

PARTIES (who's at the table?)	
Your Role:	Counterpart's Role:
ISSUES (what are you negotiating about?)	
INTERESTS (individual and organizational interests, needs, concerns)	
Yours:	Your Counterpart's:
TARGET POINT (your ideal outcome)	RESERVATION POINT (walk away outcome)
BATNA (what is your alternative if you do not get a deal here?)	
Yours:	Your Counterpart's (estimation):
OPTIONS (possible satisfying outcomes):	CRITERIA (objective standards that would support your arguments):
VALUE CLAIMING AND CREATING STRATEGY How do you intend to shape the structure and manage the overall negotiation process to your advantage? Write down your opening move! Do relationships matter here? If so, how?	

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