

## **CHECKLIST 14 - NEGOTIATING**

### **Achieving Equitable Outcomes**

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#### **HEADINGS & KEY POINTS:**

##### **1. STUDY INTENTIONS**

- a) Consider own and others' intentions and emotions
- b) Aim for 'Win-Win'

##### **2. REFLECT ON PRIORITIES**

- a) Clarify objectives and identify priorities
- b) Consider own concessions
- c) Calculate others' objectives, priorities and concessions

##### **3. PREPARE YOUR CASE**

- a) Identify knowledge and information requirements
- b) Consider your supporting factors and settlement point
- c) Anticipate others' factors and settlement point
- d) Decide information to disclose
- e) Determine your minimum fall back position
- f) Anticipate others' minimum fall back position
- g) Reflect on strategy and tactics
- h) Consider negotiation events
- i) Reflect on failure scenario

##### **4. NEGOTIATION DISCUSSIONS**

- a) Clarify purpose is achieving equitable outcomes
- b) Ensure clarity of discussion points
- c) Listen mindfully
- d) Observe body language
- e) Start sensibly
- f) Investigate and contest
- g) Use 'behaviour labelling'
- h) Use suggestion expressions
- i) Question, clarify and summarise before options
- j) Limit to important back up points only
- k) Narrow bargaining gaps
- l) Avoid value loaded expressions
- m) 'Give and take'

##### **5. AGREEMENT AND IMPLEMENTATION**

- a) Summarise agreed action points
- b) Support ongoing relationships
- c) Implement agreements