

Negotiation Worksheet

Client Name: _____

Date: _____

- 1. Identify Goals:** What are your primary objectives or desired outcomes from this negotiation session?
- 2. Understand Perspectives:** Consider the viewpoints of all parties involved in the negotiation. List the concerns and priorities of each.
- 3. Gather Information:** What information do you need to support your negotiation position? List any relevant data, facts, or research.
- 4. Evaluate Options:** Brainstorm potential solutions or compromises that could address the needs and interests of all parties.
- 5. Develop Strategy:** Based on the information gathered and options identified, outline a strategic approach for the negotiation. Consider potential obstacles and how to overcome them.
- 6. Communication Plan:** How will you effectively communicate your position and listen to the perspectives of others during the negotiation?
- 7. Anticipate Responses:** Think about possible reactions or responses from the other party. Prepare strategies for handling objections or counteroffers.
- 8. Finalize Agreement:** Outline the terms of the agreement reached during the negotiation, including any concessions or compromises made by both parties.

9. **Follow-Up Plan:** Establish a plan for monitoring and evaluating the agreement's implementation. Determine any necessary follow-up actions or next steps.

10. **Reflection:** Reflect on the negotiation process. What went well? What could have been improved? What lessons did you learn for future negotiations?

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