

Negotiation Preparation

You lessen the chance of reaching agreement if you enter a negotiation without being fully prepared. Using the 'wants' method, preparation is about answering the question "What do we want?" When negotiators claim that they have no time to prepare, they are really saying that they do not know what they want! If true, they will be in serious trouble in the negotiation. If they do not know what they want, if they do not even ask or answer this question, however briefly or inadequately, they are unlikely to be able to look after their own interests. More importantly they will not know a good deal from a poor one, because they will have no criteria against which to measure it.

How to prepare

Stage 1 Brainstorm all the issues that can be negotiated.

Stage 2 What do we want for each issue? (At this stage keep it brief, using a single word or short statement).

Stage 3 Prioritise, ask yourself what is more important and categorise your wants using:

- o H - high
- o M - medium
- o L - low

Stage 4 Set your negotiation range, what are your entry and exit points? Set high but realistic entry levels and you *must* have exit levels; these must be set at your absolute minimum requirements.

Stage 5 What might the other negotiator want? In this area be cautious as you will not really know fully the other sides' wants - beware of making rash assumptions. This stage should be a preparation for discussion where you will be able to explore fully their wants.

Stage 6 Combine both together and you have your negotiation blueprint and are ready to negotiate.

NEGOTIATION PLANNER

(EXAMPLE based on the taking action video)

Issues (wants)	Priority	Entry Point Ideal	Exit Point Walk away	Notes
New rate	High (Not much movement here I needed to reduce the cost)	Reduce cost by 50%	Reduce cost by 45%	Sophie is likely to want to stick with her rate are there other ways we can cut back?
Retaining the service	Medium (This means I'm more flexible on this)	Retain 75% (for the budget allowed)	Retain 60% (for the budget allowed)	A maintenance service is not idea but maybe they will be generous
Tide into a length of contact	Low (this means it something that's easy for me to trade)	6 months	1 year	Happy to do this but only if the money is right. I know this would help Sophie, s she know what revenue she has coming in.

NEGOTIATION PLANNER

Issues (Wants)	Priority	Entry Point Ideal	Exit Point Minimum	Notes

