



**INTERESTS** - what motivates each party to negotiate; their goals, hopes, needs.

Our Interests:

Their Interests:

**OPTIONS** - what we could do together to meet our interests. Possible solutions.

**ALTERNATIVES** - what each party can do on their own to meet their interests. BATNA.

What we would do if no agreement:

What they would do if no agreement:

**OBJECTIVE STANDARDS** - standards of fairness recognized by both parties.

Industry standards, precedents, company policies, laws, expert opinions, etc...

**RELATIONSHIP** - the quality of the interaction - the level of trust.

Describe current relationship:

Describe future ideal relationship:

**COMMUNICATION** - how messages are sent and received by each party.

Questions to ask (inquiry):

Messages to send (advocacy):

**COMMITMENT** - what each party will and will not do. Their agreement.

Process: (e.g., amount of time at table, commitment to seek win-win outcome...)

Substantive: (Options in action - exchange or payment of time, money, resources, etc...)