

**PEOPLE / POSITIONS:** Who are the people involved and what are they demanding?

Us:

Them:

**INTERESTS:** What motivates each side to negotiate; their goals, needs, hopes, fears, etc...

Our Interests:

Their Interests:

**OPTIONS:** What everyone could do together to meet their interests. Possible solutions on the table.

**ALTERNATIVES:** What each side could do on their own to meet their interests away from the table.

What we would do if no agreement:

What they would do if no agreement:

ID your BATNA:

ID their BATNA:

**OBJECTIVE STANDARDS:** Standards of fairness recognized by the negotiators.

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

**RELATIONSHIP:** The quality of the negotiators' interactions and the level of trust.

Describe current relationship:

Describe future ideal relationship:

Define how the negotiators can "bridge the gap" between the current and future ideal relationship.

**COMMUNICATION:** Information sent and received by each side.

Questions to ask (inquiry):

Messages to send (advocacy):

**COMMITMENT:** How everyone will negotiate (process) and what the end result will look like (outcome).

*Plan to explicitly discuss process:*

Create meeting agenda  Identify attendees, decision makers, and roles

Length and number of meetings  Negotiation process and ground rules

*Plan to explicitly discuss outcomes:*

Expected outcome of the meeting based on a shared definition of success

Agreement structure (Memorandum of understanding? Signed contract? Other?)

Dispute Resolution Process Clause - 1) negotiation 2) mediation 3) arbitration

Questions? Contact MWI at <negotiation@mwi.org>