
Tips for Planning a Negotiation

PLANNING

Developing strategy and defining positions and needs

Determine your position.

Your position is the ideal solution from your point of view for resolution of the issue. This is where you begin the negotiations.

Identify needs and currencies.

Your needs answer the question, Why am I involved in this negotiation? What will this do for me?

Currencies are your negotiables. What do you have that will satisfy the other party's needs?

Currencies can take the form of resources, money, time, etc.

Anticipate other party's needs and currencies.

Determine what the other party needs. Why are they negotiating with you?

What do they have to exchange, that would satisfy your needs?

Key Points

When someone presents you with a position,

always consider; What does this do for them? Ask *why*?

By asking this question,

you are uncovering real needs.

Never argue positions;

use questions to have them justify their position

Apply the same questions to your position;

make sure you understand your own real needs and interests.

TIP: *The critical distinguishing factor that sets apart successful negotiators from others is the amount of time and thought that is spent in the Planning stage.*