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|---|--|--|---|
| <b>Stakeholders</b>   |  |  |   |
| <b>Interests</b><br>The needs, wants and fears which motivate a person to negotiate.  | <b>Ours:</b>   | <b>Theirs:</b>   | <b>Others:</b>  |
| <b>Alternatives</b><br>What each party can do without the other involved. (Where each will walk if no deal is done)                             | <b>BATNA/No deal:</b>  | <b>BATNA/No deal:</b>  |   |
| <b>Options</b><br>The possibilities available to the negotiating parties to reach agreement (together).   |  |  |   |
| <b>Standards</b><br>Benchmark options. Objective standards/criteria are more persuasive.  |  |  |   |
| <b>Relationship</b><br>The dynamic between the people negotiating, levels of trust and respect.   | <ul style="list-style-type: none"><li>• What does this relationship look like?</li><li>• What would I like it to look like:</li><li>• What is the reason for the gap? (1,2,3)</li><li>• Strategies for bridging the gap.</li><li>• Litmus test question ( testing how the other sees it)</li></ul> |  |   |
| <b>Commitment</b><br>The process elements that shape the meeting, agenda topics for discussion, authority and then once agreed the project plan | <ul style="list-style-type: none"><li>• What is the purpose of the meeting?</li><li>• Topics for discussion?</li><li>• What is my authority/theirs?</li><li>• What has been agreed- how will it be implemented?</li></ul>  |  |   |
| <b>Communication</b><br>The verbal and non-verbal exchange of information.  | <b>Questions to ask:</b>   | <b>Information to give:</b><br>(make sure you prepare a "pitch") | <b>Strategy to communicate:</b><br>(how do I set the right tone?) |

Based on the work of Roger Fisher, William Ury and Bruce Patton