

Preparation For Negotiation

1. Identify your opening position clearly for yourself, as you understand it:
2. If I say yes to the transfer, what have I gained? What have I lost?
3. If I say no to the transfer, what have I gained? What have I lost?
4. Identify at least three advantages and three disadvantages for each position you take.
5. What are at least two additional options you can invent and discuss in the meeting (without really committing to them)?
6. What is at least one thing you can do to separate the "people" from the problem?
7. What information did I gain in my private conversation, and how can it be useful in the negotiation?
8. Answer the following for yourself, "This is the best decision because. . . ."