

Benchmark's Just-in-Time Negotiation Checklist

Negotiation: _____ Date: _____

<p>GOALS What do you want to achieve?</p> <p>For each issue, describe the best result you can hope for; the least acceptable outcome?</p>	<p>What do you think Other wants to achieve?</p> <p>For each issue, what is the best result you think O wants; what is its least acceptable outcome?</p>
<p>INTERESTS Describe your needs and interests. WHY do you want what you want? Include basic needs such as security, well-being, belonging, recognition, control, happiness. Circle the most important.</p>	<p>Describe O's Needs and Interests. WHY do they want what they want? Why aren't they doing what you want them to do? Include basic needs such as security, well-being, belonging, recognition, control, happiness. Circle the most important.</p>
<p>OPTIONS List possible solutions to meet the interests and needs of both you and O.</p>	<p>CRITERIA Describe standards to judge the best solution that might persuade a neutral third party such as: precedent, market value, efficiency, costs, prevailing business practices, moral standards, equal treatment, reciprocity, fair processes.</p> <p>Circle the most favorable to you.</p>
<p>NO AGREEMENT ALTERNATIVES What possible courses of action could you pursue to satisfy your interests if a negotiated settlement is not reached? Of these, which one is the best? Is there anything you can do to enhance this alternative?</p>	<p>What possible courses of action could O pursue to satisfy its interests if a negotiated settlement is not reached? Of these, which one is likely to be O's best? What could you do to make this alternative less attractive to O?</p>
<p>INFORMATION Before negotiation -- facts, research, O's individual and institutional strengths and weaknesses; during the negotiation.</p>	