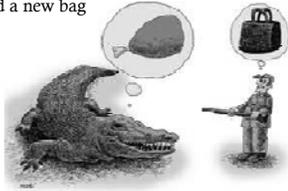


My Interests

- List your interests
- Need a new bag



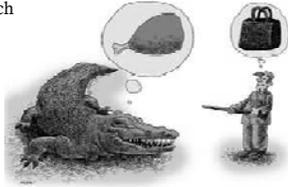
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Their Interests

- List your primary thought about their interests
- Lunch



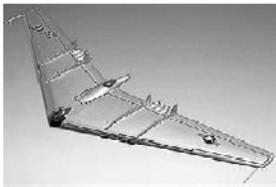
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My Resources & Capabilities

List what you might bring to the table to create value



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Their Resources & Capabilities

- List what they might bring to the table to create value.



7151E

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Value-Creating Options

- Tension between creating and distributing value
 - To create value you need to reveal information
 - Revealing your interest can place you at a disadvantage in distributing value



7151E

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Alternatives

My Alternatives

List what you can do to meet your interests if you walk away. Circle your best alternative (BATNA).



Their Alternatives

List what *they* can do to meet *their* interests if they walk away. Circle their best alternative (BATNA).

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Communication

Information to Learn

- What do you need to learn from the other side to better understand their perspective?
- What questions will you ask?

Information to Convey

- What's your perspective?
- How can you assert that perspective effectively?
- What do you want the other side to know by the end of the negotiation?



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Legitimacy

List the norms, standards, or criteria that might be relevant in this negotiation to make it feel more or less fair

- What is your aspiration outcome – best case scenario?
- What is your target outcome – most likely achievable?
- What is your walk away point – when you will leave the table?

Test of reciprocity: Would you think it is fair if the roles were reversed?

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Relationship - Commitment

- How would you describe the existing relationship?
- Are there any relationship problems to address, and if so how will you manage those problems?
- What can you do in the negotiation to improve the relationship?
- What level of agreement do you hope to achieve at the end of this negotiation?
- A final agreement?
- A list of follow-up tasks?
- A framework agreement?
- An agreement to meet again?
- What are the issues that you must cover in this negotiation?

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