



## (CO) COACHING SHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Discussion Questions for (Co) Coaching

1. Have you identified your negotiation goals? If so, what are they?

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2. In your opinion, what are your strengths as a negotiator? *Examples: strategic thinker, good planner, relationship builder, great listener, creative* (Optional)

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3. Briefly describe a past negotiation that went well. (Optional)

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4. Briefly describe a past negotiation that was challenging. (Optional)

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5. With your coach, check the areas you are interested in.
- a. Review and/or learn about specific *Negotiate Smart™* strategies:
    - i. Map Out (planning sheet) \_\_\_\_\_
    - ii. Meet & Greet (develop rapport, rules of engagement, agenda) \_\_\_\_\_
    - iii. Gives & Gets (opening offers, trades, probes) \_\_\_\_\_
    - iv. Seal the Deal (closing the deal) \_\_\_\_\_
  - b. Review the negotiation plan before a negotiation \_\_\_\_\_
  - c. Debrief after certain negotiations \_\_\_\_\_
  - d. Cheer me on and celebrate my success \_\_\_\_\_
  - e. Help uncover negotiation blind spots \_\_\_\_\_
6. Are there any specific requests you'd like to ask of your coach, to help make the meetings as enjoyable as possible? *Examples: Don't focus on small details at first, I like to see the big picture; I am very new at the negotiation process, so we need to move slowly.*

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7. Is there any additional information you would like your coach to know about you, your negotiation challenges, or anything else?

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### SMART Goal

Once you and your coach have reviewed this together, you will formulate your SMART Goal (Specific, Measurable, Aligned, Realistic, and Time-based). *Examples: To prepare for my next two negotiations, I will speak with at least 3 stakeholders to broaden the trade list; at the next 3 negotiations, I will make a point of listening for my counterpart's underlying interests; at the next 3 negotiations, I will make sure I link most of my concessions to trades.*

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