



PREPARATION/DEBRIEF CHECKLIST

Map Out

- Research present and past negotiations with counterpart
- Find resources and sources of information
- Decide on the BAM*, Target and Final Offer for all Core Issues
- Choose a negotiating strategy
- Agree on logistics: who, what, when, where
- Create and send agenda for first meeting
- Clarify your interests
- Consider your counterpart's interests, and create trades with concessions list

Meet and Greet

- List all Probing Inquiries
- Complete Map Out planning sheet
- Introductions and strengthen rapport
- Take the Trust Temperature
- Agree on Rules of Engagement
- Seek hidden treasures
- Ask Probing Inquiries
- Listen for understanding

Gives and Gets

- Continue Probing Inquiries
- Active listening
- Open at BAM*
- Search for creative trades
- Use "Yes, if"
- Use counter-by-half concession pattern

Seal the Deal

- Review and summarize
- Put system in place for execution
- Debrief
- Schedule check-ins

*BAM: Best Agreement to Make