



Negotiate Smart

DEBRIEF WORKSHEET

Description of negotiation:

Team members:

Our BAM* / Target / Final Offer:

*Best Agreement to Make or Opening Offer

Our final result:

Our concessions / trades:

Our counterpart's concessions / trades:

Probing questions we asked that revealed counterpart's true interests:

How did we manage the emotional side of the negotiation?

What should we note for the next negotiation?

Did We:	Yes	No
Set an agenda?	<input type="checkbox"/>	<input type="checkbox"/>
Warm up the room?	<input type="checkbox"/>	<input type="checkbox"/>
Test for trust?	<input type="checkbox"/>	<input type="checkbox"/>
Open at our BAM?	<input type="checkbox"/>	<input type="checkbox"/>
Link every concession to a trade? (i.e. Yes, if...)	<input type="checkbox"/>	<input type="checkbox"/>
Look for creative trades?	<input type="checkbox"/>	<input type="checkbox"/>
Employ a productive concession pattern?	<input type="checkbox"/>	<input type="checkbox"/>
Probe for true interests?	<input type="checkbox"/>	<input type="checkbox"/>
Employ active listening skills?	<input type="checkbox"/>	<input type="checkbox"/>
Test assumptions?	<input type="checkbox"/>	<input type="checkbox"/>