







NEGOTIATION PROCESS
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Working Relationship

- |   |   |   |   |
|---|---|---|---|
|   |  |  |  |
| • How good and well structured was the communication between the parties during the negotiation? Did we face misunderstandings? | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |
| • How effective were we on both sides in dealing with personal, emotional and/or relational issues (if any)?                    | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |




Interests

- |  |   |   |   |
|--|---|---|---|
|  |  |  |  |
| • How far did we succeed in stating our interests clearly and in motivating the other party to take them seriously into consideration? | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |
| • How far did we succeed in finding out the real interests of the other party and in taking them into consideration?                   | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |

Creating Value (inventing options)

- |  |   |   |   |
|--|---|---|---|
|  |  |  |  |
| • How effective were we in fostering joint creative thinking and in finding mutual gain options which should, for instance, make both parties more efficient, more competitive, more successful, etc.? | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |

Claiming Value (using neutral criteria)

- |  |   |   |   |
|--|---|---|---|
|  |  |  |  |
| • How effective were we in eliminating arbitrariness from the discussion of conflicting interests and in resolving them with fairness in mind? | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |

Walk-Away Alternatives




- |                                |                       |                       |                       |
|--------------------------------|-----------------------|-----------------------|-----------------------|
|                                | Yes                   | +/-                   | No                    |
| • Was our BATNA strong enough? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Vorbereitung




- |   |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|
|   | Yes                   | +/-                   | No                    |
| • Looking back: were we well enough prepared? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

NEGOTIATION RESULT
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Utility

- |   |   |   |   |
|---|---|---|---|
|   |  |  |  |
| • How far does the result of the negotiation really satisfies our interests?<br><i>(for a more detailed assessment of each single interest, see page 3)</i> | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |
| • How far does the result of the negotiation satisfies the interests of the other party (most probably)?  | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |

Fairness

- |   |   |   |   |
|---|---|---|---|
|   |  |  |  |
| • How far do we consider the result of the negotiation as being fair?                 | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |
| • How far do we consider the result of the negotiation as being fair (most probably)? | <input type="radio"/>   | <input type="radio"/>   | <input type="radio"/>   |

IMPLEMENTATION

Looking forward:



- How far did this negotiation contribute to improve our working relationship with the other party in the future?
- How far are we confident that we will be able to implement the agreement successfully?
- How far are we confident that *the other party* will be able to implement the agreement successfully?
- How far are we confident that we will be able to resolve reasonably easily the problems which almost always occur during the implementation phase of an agreement?

LESSONS LEARNED

Overall:

- What did we do well during the negotiation?

- What could/should we have done better or differently during the negotiation?

- Which conclusions do we draw from this debriefing? Which improvement goals do we set for ourselves?

How far does the result of the negotiation really satisfies each one of our interests?



Interest 1



Interest 2



Interest 3



Interest 4



Interest 5



Interest 6



Interest 7



Interest 8



Interest 9



Interest 10

