

Agenda

The following example shows the agenda of a negotiation between two industrial partners: a contract manufacturer and its client (a company which had decided to outsource the production of a significant product line). The structure of this agenda reflects the steps of an optimal negotiation process:

- ⇒ Architecture of the negotiation
 - Purpose of the negotiation
 - Agenda
 - Time management
 - Ground rules
 - etc.
- ⇒ Points of view
 - What is the problem?
- ⇒ Interests
 - What should we achieve by resolving the problem?
- ⇒ Options
 - How could we resolve the problem?
- ⇒ etc.

Overall purpose of the meeting / Tasks to be accomplished

- Based upon the experience made during the last few weeks in one concrete case (Project A), jointly design possible solutions to further improve the way xxx and yyy develop projects together.
- Review current projects and organize the cooperation between both companies to make sure that the respective project goals will be met.

Time	What	How	Who
09.00 15'	Introduction <ul style="list-style-type: none">• Welcome• Organization of the meeting• Validation of the overall objectives• Validation of the agenda / Time management	Short presentation Short presentation Feedback from the participants Feedback from the participants	JR JR All All
09.15 15'	Expectations <ul style="list-style-type: none">• What is needed to make the meeting as productive as possible?	Input from the participants	All

Time	What	How	Who
09.30 45'	<u>Project A</u> Perceptions and points of view <ul style="list-style-type: none"> • What went well? • Which problem did we experience? What did not work as well as we hoped it would? 	The participants divide themselves in two groups (xxx / yyy) and collect / discuss their observations and impressions. <u>Output:</u> 1 – 2 flipcharts per group	Groups 1 & 2
		Each group presents its perceptions to the other group.	One speaker per group
		The two groups analyze their respective perceptions and draw conclusions jointly.	All
10.15	Coffee break		

Time	What	How	Who
10.30 45'	<u>Interests and needs</u>	<p>The participants divide themselves in two groups (xxx / yyy) and draw an inventory of what is important for their respective companies.</p> <p><u>Output</u>: 1 – 2 flipcharts per group</p>	Groups 1 & 2
	<p>Regarding the way we work together in such a case:</p> <ul style="list-style-type: none"> • What is important for xxx? • What is important for yyy? 	<p>Each group presents its interests to the other group.</p>	One speaker per group
		<p>The participants analyze jointly which of their respective interests are common, conflicting, or simply different.</p>	All

Time	What	How	Who
11.15 45'	<u>Options</u> What could we do in the future to improve the way xxx and yyy jointly develop a project in such a case?	Brainstorming (either all together or in 2-3 small groups) <u>Output:</u> list(s) of ideas on flip charts or pin walls	Small groups or all
12.00	Validation of the method for addressing the next topics during the afternoon	Short discussion between the participants and the negotiation manager	All

Time	What	How	Who
13.30 90'	<u>Ongoing development projects: B / C / D / E</u> For each project: <ul style="list-style-type: none"> • Goal to be achieved today • Current status of the project 	Short presentation
	<ul style="list-style-type: none"> • Critical issues that may affect the success of the project 	Discussion	All
	<ul style="list-style-type: none"> • Optimal way to combine the respective resources of both companies to speed up development and guarantee success 	Brainstorming	All

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