

AFNC Pre-Negotiation Worksheet

| | YOU | OPPOSITE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
| <p>Position (What you want)</p> <p>Aspiration (The best you hope to get or achieve)</p> <p>Reservation (The least or worst you would take before you walk)</p> | | |
| <p>Interests (Why you want what you want. What is the underlying reason why you're advocating for your position)</p> | | |
| <p>BATNA (Best Alternative to a Negotiated Agreement. If you walk away, what can you do on your own)</p> | | |
| <p>Agenda (Should you open with a statement, ask Q's, listen)</p> | | |
| <p>Option – Building: Mutual Gain (Can this build trust)</p> | | |
| <p>ZOPA (Zone of Possible Agreement)</p> | | |
| <p>Select the Best Option(s)</p> | | |

| TRUST, INFORMATION, POWER, OPTIONS (TIPO) | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|
| | YOU | OPPOSITE |
| <p>Trust High? / Low? Type: Process or Personal Is trust building needed? Is time needed to build trust?</p> | | |
| <p>INFORMATION Who has more? Share? Hoard? Why might it be important to hear the other person's perspective?</p> | | |
| <p>POWER Power Over or Power With? Do you value the other person's power?</p> | | |
| <p>OPTION(S) Pursuing one/many? Will you push for your option / consider theirs? Time constraints? Could listening to options help build trust?</p> | | |
| <p>BATNA Strong/Weak?</p> <p>WATNA? Worst Alternative to a Negotiated Agreement. Can you walk away?</p> | | |