

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

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</p> <p>Can you walk away?</p>		