# Negotiate!

## Work through these steps to help prepare yourself for a negotiation.

# 1. Define

What is the topic of negotiation?

Why is the negotiation needed?

Who needs to be involved? Will there be others involved in future?

# 2. Outline

What outcome(s) do you desire?

What outcome(s) might the other party desire?

What are your needs? What do you value in this realm?

What are the other party’s needs? What do they value in this realm?

What are some of the possible points of negotiation? *E.g., if you are looking to reduce your service load, possible points of negotiation could be which type of service you shift, how much of the service you drop, when you make this shift, how you hand off to someone else, when you might resume or add back in future.*

# 3. Map

Risks to you:

Value to you:

# 4. Craft

What are the key items you wish to address in this negotiation?

If there are a number of items, what are your top priorities (3 or fewer)?

Where are you willing to compromise if your ideal outcome is not possible? *E.g., in our example of reducing the service load, if it doesn’t seem possible to achieve your ideal outcome of entirely dropping one service function, perhaps you would compromise by splitting the duties with another person, or switching to a different role that has fewer responsibilities.*

What solutions or options can you offer?

*E.g., in our example of reducing the service load, you might be able to name someone else who is interested in taking up the role you wish to drop (solving the other party’s problem of not having the role filled).*

How can you sweeten the deal, if necessary? *E.g., suggest an alternative that provides them a benefit without impacting you as significantly, such as taking the lead on a half-day event in place of staying on a year-long committee that meets twice per month.*

# 5. Practice

How and when will you practice this scenario? Will you practice with someone else, and if so, whom?