

Negotiation Checklist

Who are the clients/suppliers?

Which specific people will be there?

What is their history? / Where are they coming from?

What is the extent of their authority to negotiate?

What specific issues do they or we have?

What is happening in the wider world that might impact on this negotiation?

What is happening in their or our company that might impact?

Is there any subtext or hidden agenda?

What do I want from this negotiation?

What is my opening position?

What is my fall back/bottom line position?

What am I willing to give away?

If I was in their shoes what would I want?

Are there any showstoppers that I can anticipate?

What are my best skills?

What aces do I have up my sleeve?

Do I have a good idea of the big picture?