

Student Name: _____

Negotiated with: _____

Case Study _____

Elements of Negotiations – Worksheet

Parties	Alternatives	Interests	Options
Who are the parties?	What are our Alternatives?	What are our interests?	What are possible options?
Communication What questions do we want to ask?	What are their Alternatives?	What are their interests?	
	Legitimacy (Standards and Norms) What objective criteria might help us evaluate options?	Relationship (A) How is it now? (B) How would we like it to be? What can we do to move from A to B?	Commitment What topics need to be discussed before we can commit? Terms? What level of commitment are we willing or authorized to make at this meeting? -final agreement -schedule another meeting
<ul style="list-style-type: none"> • Leverage: Do you have any? If yes, what is it? 		Strategy : What will be your negotiation strategy?	
**Final Outcome/Terms of Agreement:			