

## NEGOTIATION FRAMEWORK

### Reflect: Where are you emotionally?

- 1) How do you feel before approaching this negotiation? What roadblock are you currently facing? (e.g. *unprepared, nervous/scared, uncomfortable, powerless, confident, ready.*)
  
- 2) Why do you feel this way? (e.g. *you don't know what to ask or how to approach your boss, you're fully prepared, etc.*)
  
- 3) On a scale of 1 to 10 how likely is it that this negotiation will work out for you? Consider your level of preparedness, the other person's attitude, and any other external resources.
  
- 4) What do you need to do to increase this number? (Goal: Increase the possibility through strategy, and ask anyway.)

## **Plan: Get Create & Develop Your Strategy!**

### **Guiding Principles**

- (1) Flexibility - what are you flexible on and what are you really rigid about?
- (2) Exploration - what options do you have?
- (3) Inquire - ask questions to learn more/dig deeper and get to the heart of the other person's needs.
- (4) Open - be open minded to what's possible.
- (5) Logic + Emotion - use data, passion, emotion to backup your ask.
- (6) Reflect - don't come to terms on the spot. Take time to reflect.

1. What are your negotiable issues? List them in the order of most importance.
  
2. What do you want? Set your boundaries and constraints. (Know what you're flexible on.)
  - a. Target – your ideal scenario – always aim for higher
  
  - b. Reservation Price/Point – your bottom line\*\* don't share this number with anyone
  
3. What option do you have if this doesn't work out? (Best Alternative To a Negotiated Agreement – Plan B)
  
4. What's your power? (Your value, experience, BATNA, the other person's needs and how you can meet those needs.)



## **Reflect Again**

- 5) How do you feel before approaching this negotiation? Anything else that stands in your way or is a concern?
  
- 6) If you have any additional concerns, are there any solutions you can implement?
  
- 7) On a scale of 1 to 10 how likely is it that this negotiation will work out for you?