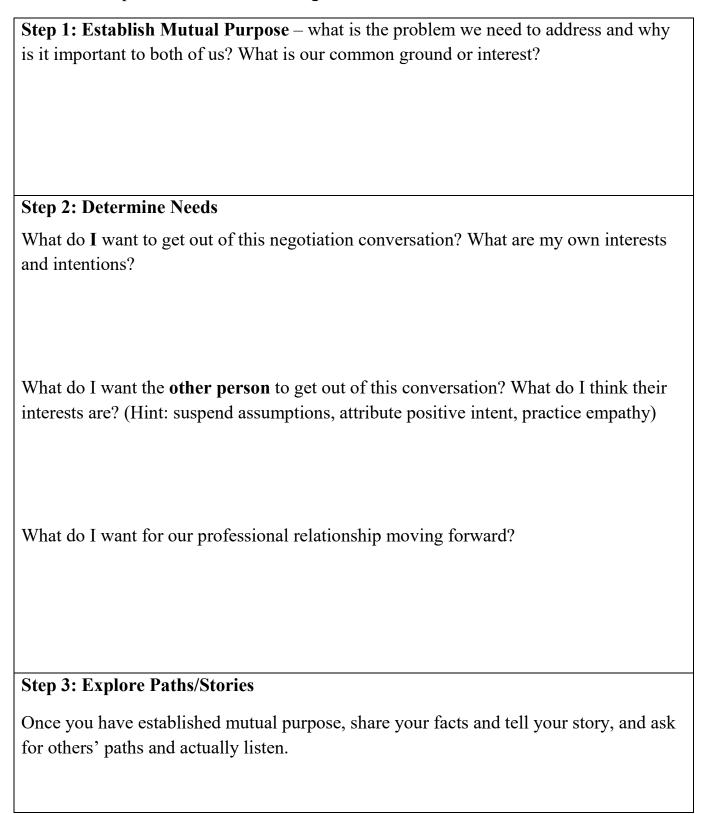
NEGOTIATION CONVERSATION PLAN

For an upcoming negotiation, write out your plan for having a productive conversation with the other person involved in the negotiation.



What I understand at this point is [facts]
What this leads me to wonder/think is [share conclusion as possibility, tentative conclusion]
It's really important to me that I understand what this looks like from your perspective. Can you tell me [invitation to share their facts/story]
Step 4: Summarize
Summarize your understanding of the agreements you have reached; clarify or re-state expectations if necessary.
You can also suggest checking-in with the other party at some point to see how things are progressing, which can be helpful to maintain alignment and mutual accountability.

For further reference:

- Crucial Conversations: Tools for Talking When Stakes are High
- Nonviolent Communication: A Language of Compassion
- Getting to Yes: How to Negotiate Agreement without Giving In