
NEGOTIATION CONVERSATION PLAN

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

Step 1: Establish Mutual Purpose – what is the problem we need to address and why is it important to both of us? What is our common ground or interest?

Step 2: Determine Needs

What do **I** want to get out of this negotiation conversation? What are my own interests and intentions?

What do I want the **other person** to get out of this conversation? What do I think their interests are? (Hint: suspend assumptions, attribute positive intent, practice empathy)

What do I want for our professional relationship moving forward?

Step 3: Explore Paths/Stories

Once you have established mutual purpose, share your facts and tell your story, and ask for others' paths and actually listen.

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