



NEGOTIATING BOOT CAMP

WORKSHEET 2

To get the most out of this worksheet, you might want to use an example of a negotiation from your past that didn't go as well as you would have liked.

STEP 1:

Identify a situation where negotiation was needed.

Who are you negotiating with? _____

What are you negotiating about? _____

What outcome did you want? _____

What outcome did the other side want? _____

STEP 2:

Bend Their Reality:
Suggest a worst-case outcome that can be avoided by accepting your offer.

During the negotiation, did the other person ever raise the question of whether or not the deal was unfair? How did you handle it? _____

What would be the consequence of not accepting your offer? _____

STEP 3:

Create the Illusion of Control: Use open-ended "what" and "how" questions to allow them to come to your conclusion.

List both a "what" and a "how" question you could have used in the conversation. What did you hope to learn by asking the question? _____

STEP 4:

Guarantee Execution:
Have the other person define the steps to success.

Looking back on the conversation, what do you remember about how the other person looked or sounded? Was there any indication they were uncomfortable or not being completely forthcoming? _____

What question could you have asked to define the steps to success? _____

STEP 5:

Bargain Hard: Understand who you are dealing with and modify your style to fit theirs.

Looking back, would you define the person you were negotiating with as an Analyst, an Accommodator, or an Assertive? _____

How would you define your own negotiation style? _____

How would you change your approach to the negotiating knowing the styles involved? _____

STEP 6:

Find the Black Swan:
Learn behind-the-scenes information that will give you leverage.

Did you discover anything after the negotiation that would have made a difference if you had known it sooner? _____

How could you have discovered the information? _____

Checklist for practice:

- Bend Their Reality: Create a worst-case anchor point.
- Create the Illusion of Control: Use calibrated questions.
- Guarantee Execution: Define steps toward success.
- Bargain Hard: Identify the type of negotiator you are and they are.
- Find the Black Swan: Speak less than half of the time in the conversation.