

## Negotiation Diagnostic Checklist

1. Best Alternative to a Negotiated Agreement (BATNA)
  - a. What's ours?
    - i. Can we improve it?
  - b. What's theirs?
    - i. Can we worsen it legitimately?

*We walk away or we reach an agreement that is better than our BATNA.*
2. Interests
  - a. Ours?
  - b. Theirs?
  - c. What is their currently perceived choice?
  - d. Are we offering a problem or a solution?

*Satisfies our interest well, and theirs acceptably.*
3. Options
  - a. Can we invent more possible agreements?
  - b. Good for both parties?
  - c. Can we change their choice?
  - d. Are we separating inventing from deciding?

*Is an elegant, no waste solution the best among many options?*
4. Legitimacy
  - a. Are we using objective criteria?
  - b. Criteria that will appeal to them?
  - c. To 3<sup>rd</sup> parties?

*Is legitimate: No one feels taken.*
5. Communication
  - a. Are we open to persuasion?
  - b. Are they open to persuasion?

*Is the process efficient? Is there effective communication?*
6. Relationship
  - a. Can we improve the interaction?
  - b. Soft on the people?
  - c. Hard on the problem?
  - d. Should we consult before deciding?

*Is the process helping to build the kind of relationship that we want?*
7. Commitments
  - a. What realistic commitments come next?
  - b. Are they credible?
  - c. Yesable?
  - d. Compliance prone?

*Includes commitments that are well planned, realistic and operational.*