

## Negotiation Prep

- A. Informational Bargaining – What do you want to find out from the other party (parties)?
- B. Set targets, bottom line (or Reservation Point) and BATNA for you client.
- C. What do you think your opponent's targets, bottom line and BATNA are?
- D. Concession Pattern – 1<sup>st</sup> offer, 2<sup>nd</sup> offer, etc. (what can you link?)
- E. What is your approach to this negotiation (tone, style, etc)

## Summary of Negotiation

- A. How did the negotiation go?
- B. What was the tone of the negotiation?
- C. What did you learn?
- D. What was your settlement? If no settlement is there a follow-up letter?

## Summary of Negotiation for Observers

- A. How did the negotiation go?
- B. What was the tone of the negotiation?
- C. What did your classmates do well and what need improvement?
- D. What advice would you give to your classmates (things you liked, things that you might have done differently, any annoying habits (like ummm, or tapping pencil).