

QUICK NEGOTIATION PREPARATION CHECKLIST

USING THE
4-STEP
SELF-LEADERSHIP
MODEL

■ AWARENESS A.K.A. know yourself



- Becoming aware of ourselves - where do you stand?
- What are your strengths / weaknesses going into the negotiation? What is your strategy around that?
- What is your B.A.T.N.A.
- What is high value to you? What is of low value to you?

■ ALIGNMENT a.k.a. know the other party



- Who are the REAL decision-makers? (What is important to them?)
- Know mutual interests, and knowing differences / opposing priorities
- What is of high value to them?
- Build TRUST (mutual acquaintances, give concessions)

■ ACTION a.k.a. It's game time!



- Speak to them how they need to be spoken to
- Emotion based vs content based
- Active Listening
- Nuances (voice, tonality, eye contact, body language)
- Labelling, mirroring
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■ ACCOUNTABILITY a.k.a it's a 2-way street

- Share the problem-solving responsibility
- Principle of reciprocity
- Hold the other party to their word

