SEVEN ELEMENT PREPARATION TOOL

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| **PARTIES AND CONCERNS** | **INTERESTS** | **OPTIONS** | **LEGITIMACY** |
| The Parties and other stakeholdersImportant Concerns and Threshold questions (e.g can we rebuild our relationship or part with grace ) | **OURS: THEIRS:**  **OTHERS:** | (List possible options for each interest) | (Identify objective external benchmarks useful to evaluate creative options) |

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| **ALTERNATIVES** | **COMMITMENT** | **COMMUNICATION** | **RELATIONSHIP** |
| **Your Alternatives:**  (Circle your BATNA)  Ways to strengthen legitimately: Their Alternatives (Circle your estimate of their BATNA)  Legitimate ways to worsen: | What level of commitment do you want at the end of the negotiation session?   * Sharing views? * Generating creative options? * Joint Recommendations? * Draft Heads of Agreement? * Executed agreement?   At the end of this negotiation session:  **At the end of the negotiation:**  (Elements of a framework agreement) | Listen For? Talk About? Think about what element you will start with in the negotiation  What are the different communication styles in the room?  **Questions to ask? Information to Disclose?**  What specific steps might you take to change any current problematic communication? | **Currently Preferred**  What specific steps might you take to realise the preferred relationship and which elements will be helpful in this? |