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 negotiationWhat 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? |