

Negotiation

My mandate



My interests

Their interests

My BATNA

Best Alternative to a Negotiated Agreement

Their BATNA

Opportunities to improve

ZOPA
Zone of Potential Agreement

Opportunities to weaken

Main issues and options *Value generating options for each issue*

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Notes

Strengths

Opportunities

Weaknesses

Threats

Legitimacy

Norms, industry stds, precedents etc that support your position

Other

Relationship, tactics, information to give/get etc