

SIMPLE NEGOTIATION

The Basics

1. **Define the problem clearly.** Take the time to differentiate the concerns from the people involved, including determining the issues to be addressed .
2. **Value diverse opinions.** Make an effort to appreciate the points of view that each party brings as assets to enrich the process.
3. **Be open to new ideas.** Embrace outcomes that may not have been considered feasible. Take the time to listen before reaching a final conclusion.
4. **Find common ground.** Keep redirecting the energy to what the parties share without allowing individual interests or agendas to take over the process.
5. **Be clear on each party's position.** Take the time to understand the core issues and related solutions that are a minimally acceptable to all involved.
6. **Develop a criteria for the different aspects of the negotiation process.** Think about the interactions, the ground rules, who is involved, what the negotiation process needs to be like, and how an agreement will be reached at the end of the thorough discussions.
7. **Utilize a systematic approach.** Stick to the chosen approach no matter how difficult it might seem at times. If necessary, engage a third-party facilitator who can be neutral and serve as the liaison, particularly when the topics are highly emotionally charged.

The Process

- STEP 1.** Create a list of the **common ground** parties have from which everyone can negotiate.
- STEP 2.** Draw up a **list of the issues** that need to be resolved during the discussion. If either party wants to exclude an issue, a solid business rationale must be given and accepted by the other party.
- STEP 3.** Allow negotiators to **propose solutions** to the issues presented. Discuss each issue separately and decide on which ones are agreed upon, what issues need to be worked on, and/or identify issues that may put a delay on the discussion.
- STEP 4.** **Document any agreements** and proceed to the bargaining discussions. Repeat the process as needed.

The Preparation

INDIVIDUAL PREPARATION

- What are the core issues you are negotiating about?

- What is the ideal outcome you would like to gain from negotiating your core issues?

- What is the minimum you are willing to accept as feasible solutions for your core issues?

