



Negotiating with Confidence: Preparation is Power

Instructions: Prepare your negotiation by writing responses in the space provided.

TACTIC 1: ANCHOR WITH PURPOSE

- Set the first reasonable target (BATNA).
- Explain the rationale.
- Stay calm and direct.

Your opening proposal and rationale:

TACTIC 2: COLLABORATIVE FRAMING

- Focus on shared interests.
- Use 'I' statements for clarity.
- Use 'We' statements for shared goals.

What shared interests can you identify?

TACTIC 3: TRADE STRATEGICALLY

- Use "If... then..." proposals.
- Use mutual value exchanges.
- Try to move to a "win-win."

What are your trade proposals?



Negotiating with Confidence: Practice Role-Playing

Role-Play Instructions:

- a) Team up with 1-2 partners at your table.
- b) Brief them on what you are negotiating for and the role of the person you are negotiating with.
- c) One person assumes the role of negotiator; the second person assumes the role of the other party; the third person can observe.
- d) Practice the negotiation role-play. Afterward, give feedback and advice using the following checklist. What did the negotiator do well? How did it feel? What would you do differently next time?
- e) Change roles and repeat, so everyone practices each role.

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SMALL SHIFTS, BIG IMPACT

- Pause after your ask.
- Mirror key language.
- Acknowledge concerns.
- Use objective criteria.
- Make reasonable asks.
- Summarize alignment.