

Readiness Checklist: Negotiation

Before you begin the assessment associated with this course, use the checklist below to ensure that you fully understand the course concepts and can complete the tasks associated with each one.



Understand and define the vocabulary terms related to negotiation.



Define interests and positions, and differentiate between the two.



Identify and describe the different kinds of information a negotiator should have about the other party prior to entering a negotiation.



Identify, define, and describe the four different negotiation strategies (principles, integrative, distributive, and mixed motive). Differentiate between positional and integrative negotiation.



Recognize and define the five negotiation approaches/strategies (competing, collaborating, accommodating, avoiding, and compromising).



Understand how a desired negotiation outcome and the relationship with the other party determine which negotiation approach to use.



Identify and describe best practices for negotiating with superiors or stakeholders, including when to escalate issues. Summarize and apply describe best practices for negotiation with team members.

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Define BATNA and explain its relationship to power within the context of a negotiation.



Understand how cultural differences can impact negotiations.



Recognize and describe different types of contracts.



Understand the role active listening plays in negotiations.



Identify and define common negotiation mistakes and errors.