

NEGOTIATING WITH INTEGRITY

CLARITY CHECK LIST PLAN PRE- NEGOTIATION

“If you fail to plan, you plan to fail.”

Preparation is the key to clarity and success. It is the foundation that you need to build in order to create a successful outcome. Never enter an important meeting or negotiation without answering the following 16 questions. After awhile, many of these will become natural and just part of your style. The person who learns to master the art of asking great questions is the person who maintains the seat of power. These questions have evolved over many and have served thousands of people for their businesses and relationships.

Most people fail in achieving success, because they are not clear of what they really want. Why you want something can be just as important as what you want. It is extremely important that you understand and get real clear what and how you want to feel at the end of the negotiation.

Remember that the goal is to reach mutual satisfaction for everyone. This is not always easy or possible, as you will find yourself with all kinds of people and styles. These questions will keep you centered in your power should you find yourself with someone who is not motivated by the same goals as you. That is O.K.

How you feel in the end is EVERYTHING! You cannot be responsible for how they feel. The end result for the other side is really up to them and not your responsibility. You will know in the end that you did your best, and the best is always and only what you are capable of achieving.

Happy Negotiating!

Jeff

IMPORTANT!!!

Answer these questions TWICE!

FIRST TIME: The first time you go through these questions, you will be asking these questions to yourself. Pretend you are interviewing you. Answer them truthfully and never reveal this to anyone you are negotiating with. Keep it for your confidential checklist. You will find yourself going back to this time and time again. It will be your guide and “light house” if things get stormy. You can get thrown off in an emotional negotiation and use these questions and statements as your anchor to get back to a stable place of power

SECOND TIME: Answer the questions you know to be true for the other side. If you are not absolutely certain, write the word “Assumption” before your answer. It is best to put something down and then go back and correct it after the discovery phase.

DISCOVERY: In any important negotiation, I always advise (if time and the issue permits), to set up a minimum of **two sessions**. The first session is the relationship building and fact-finding session. Often people sign the agreement on the first session too quickly. They tend to resent it later when they have time to let the experience settle in. In most cases, you will be glad you waited. It allows you time to reflect and re-enter the next session with a fresh and renewed sense of power.

REMEMBER YOUR POWER!

Many people fall into the trap of high need. Their attention is on what they need and what will happen if they don't get it. They begin to dwell on the negative consequences and this reduces your power. When negotiating with a shark, they can smell this from a long way off! Remember that you have something the other side values and wants or they would not be negotiating with you.

Step I. Ask Yourself all 16 questions

(YOUR needs - YOUR issues - YOUR facts.)

- Print out and download this so you always have a Master Blank Copy.
- Keep several of these with you at all times during the negotiation so that it will spark or trigger certain points or notes you may need to refer to later.
- Once you go through all 16 questions, you will have a clear idea of what you need to find out for yourself. DO NOT MOVE ON TO STEP II UNTIL YOU COMPLETE STEP I.

Step II. Ask them all 16 questions

(THEIR needs, THEIR issues, THEIR facts, etc.)

- Answer to the best of your ability what you think is true for the other side. In some cases you may already know. It will give you a good place to start finding out and planning a strategy to discover as much as you can ahead of time.
- Now it is time to become what I call a “Happy Detective” and start building your case. I have often called the other side and just asked them “I would really appreciate finding out how I can prepare for our meeting so it is more efficient. May I ask you a few questions?”
- You can also create an email, letter or some hard copy communication and send some questions ahead of time. I don't recommend sending all 16 in the format I have given you as it can appear daunting to the other side. Remain friendly and respectful no matter how they communicate. I suggest sending only the most important questions a few at a time. This gives you time to establish a relationship and dialogue before you begin.

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“ What can I say and do so that I maintain my integrity?”

Negotiation Subject Matter: _____

Date: _____ Note: *(attach additional notes to this paper and file away.)*

1) Who am I negotiating with? _____

Name(s): _____

Position / Title: _____

2) Who has the power to make the final decision or sign the agreement?

3) What time(s), date(s) will this this negotiation take place?

4) What are the facts? Price? Terms?

5) What are the issues? _____

6) What are the challenges?

7) What are my/their personal needs?

8) What are the risks?

9) What are the goals, expected results?

10) What is their style?

11) What kind of negotiation environment is expected? (Physical / emotional)

12) Why does this person want to negotiate with me? What do they have to gain?

13) Do I / they have any beliefs of high needs? What are they?

14) What is my / their "Power State?" (High, med, low)

15) Have they attempted to use ploys (tactics, manipulation) and what can I do to diffuse them?

16) What am I / they willing to be flexible with and what am I not willing to give up?

Time and date of the next negotiation: _____

***You can only be responsible for your own integrity. Never compromise on this!
Relationships not built from the blueprints of integrity will not last.***

“INTEGRITY IS EVERYTHING!”

R. Buckminster Fuller