

Principled Negotiation Prep Worksheet (Fillable)

A quick, structured way to prepare for employment/compensation negotiations using principled negotiation concepts.

1) Quick Details

Your name

Date

Organization / other party

Role / position you are negotiating for

Negotiation type (e.g., new offer, renewal, partnership, leadership stipend)

2) Purpose + Big Picture

In one sentence: what outcome are you trying to achieve and why?

Tip: focus on aligning responsibilities, support, and compensation with the value you bring.

Alternatives (your realistic options if you do not reach agreement)

3) Prioritization Legend (M / I / L)

M = MUST achieve (non-negotiable)

I = INTEND to achieve (high value, but flexible)

L = LIKE to achieve (nice-to-have)

Preparation notes (facts you need, data to pull, people to talk to)



Interest Map

Capture positions, underlying interests, and BATNAs in one place.

A) Positions

My position

What I want from them

Their expected position

What I think they want from me

Their declared position

What they say they want

B) Interests

My interests

What I need (include M/I/L)

Their expected interests

What I think they need

Their interests

Update during negotiation

C) BATNA

My BATNA (best realistic alternative)

Their BATNA (best realistic alternative)

Assumptions to test early (write as questions you can ask)



Preparation Worksheet

Turn your analysis into a clear YES-able plan.

1) Objective standards (data/precedents that legitimize your ask)

2) Assumptions about the other party (verify with open questions)

3) Dependency

How dependent am I on the other party?

How dependent are they on me?

4) My BATNA realism check (if no deal, what happens?)

5) Their BATNA realism check (if no deal, what happens?)

6) YES-able agreement (acceptable + feasible package you can propose)

Preparation Worksheet (continued)

Anchors, tactics, and live notes.

7) Anchors

My bottom line (minimum acceptable outcome)

My opening demand / offer (first proposal)

8) Hard on the problem, soft on the people

Phrases + tactics (e.g., "Help me understand...", "Let's use the data...")

9) Notes during the negotiation

New information, concessions, next steps, and follow-up items

