



better conversations
better outcomes

Draft Preparation Sheet

- What do we want to achieve in this negotiation? What is our purpose?
- What are the key issues?
- What do we already know
- What information do we really need to find out?
- How are we going to get it?
- From whom are we going to get it?
- What specific questions do we need to ask and of whom – and in what order?
- Who will ask each questions – and how will we ask them?
- What are our priorities if this session of time is limited?
- How do we get beneath the surface and identify the real issues / choices / options / alternative / dilemmas / assumptions / concerns / benchmarks?