



better conversations  
better outcomes

Chance favours the prepared mind:

# Preparation strategies for effective performance



better conversations  
better outcomes

# Risk Analysis

- What is in dispute?
- What material do we have to support our position?
- What are our strengths?
- What are our weaknesses?
- What are the other party's strengths as we see them?
- What are the other party's weaknesses as we see them?
- If we do not reach agreement, what are the alternatives?
- What costs have we incurred to date?



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- If we do not reach agreement, what costs will we incur in future?
- If we do not reach agreement, what other issues arise for us? For the other party?
- How will we assess any proposals put by the other party?
- What proposals might we make? How? When?
- Will we make an opening presentation? By whom? How? About what?
- What questions do we have about the process?
- What else do we need to consider or ask?