

Thought Capture and Planning Sheet



To Results, Respect and Relationships



Dr. Michele Williams

Author's Note

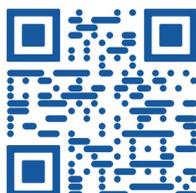


Welcome to the Negotiator's Way Thought Capture and Planning Sheets!

- Many people don't negotiate because hard bargaining brings to mind yelling, threatening and the slamming of fists.
- In my experience coaching founders of a wide variety of startups and teaching negotiations to MBAs and executives, I have found that effective bargaining often stems from a combination of setting high aspirations, careful planning and of course, being willing to ask! No yelling required.
- These *Thought Capture and Planning Sheets* were developed to provide you with a place to capture your planning for negotiating more effectively. See the A-Game Checklist for more research-based tips!
- **Congratulations on taking the first step to fostering your results, respect and relationships without compromising your authenticity!**

Michele

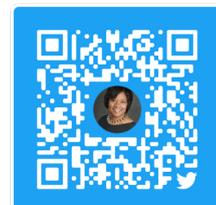
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The Negotiator's Way™ Thought and Planning Sheet

Negotiation Situation _____

Counterpart _____

(PAGE 1: Thought Capture Sheet)

Preparation Questions	Your Perspective	Your Counterpart's Perspective
What are your (his/her) interests ¹		
What do you really want ? (Remember to aim high when setting your aspirations .)		
What is your (his/her) no deal option [BATNA]?		
What is your (his/her) reservation point (the worst deal you (s/he) will accept)?		
What are your (his/her) sources of power ?		
What are your (his/her) sources of weakness /[concerns] and likely emotions ?		

¹ Don't forget to include intangible interests such as respect, prestige, self-image and friendship.

The Negotiator's Way™ Thought and Planning Sheet

18

(PAGE 2: **Planning Sheet**—Your rationale for each aspect of your plan is critical.)

<p>Given your evaluation of the situation, what is your negotiation plan?</p>	
<p>What will be your initial strategy, framing and opening tactics/moves? Why?</p>	
<p>How do you expect your counterpart to respond? Why?</p>	
<p>What tactics and framing will you use or what concessions will you make next if your counterpart <u>acts as expected</u>? Why?</p>	
<p>What tactics and framing will you use or what concessions will you make next if your counterpart responds in an <u>unexpected manner</u>? Why?</p>	

Dr. Michele Williams

Professor Michele Williams, Tippie College of Business, University of Iowa, has taught negotiations to executives, startups, MBAs and undergraduates at leading schools of management for over 10 years. She is co-author of the Four Capabilities Assessment.

The research and work of Dr. Williams (University of Michigan, Ph.D.), which began with a focus on Trust and Relationships at work, now intersects with work on Women in Leadership & Entrepreneurship. She addresses two challenges that organizations face:

Trust and Relationships—Building, maintaining and repairing trust in team-based relationships and across demographic and organizational boundaries; Sustaining high performing, cross-boundary relationships.

Women in Leadership & Entrepreneurship— Social construction of gender; Gender equity within firms and across established and entrepreneurial ventures; Factors affecting women as team members, boundary spanners, and business owners.

Michele, assistant professor and the John L. Miclot Fellow in Entrepreneurship, recently joined the Management & Organizations' faculty at University of Iowa's Tippie College of Business. She is also a scholar at Cornell University's Scheinman Institute on Conflict Resolution and with the Smith Family Business Initiative Cornell's Johnson College of Business. Previously, she was a member of the faculty at Cornell University and MIT's Sloan School of Management.

She has authored papers and case studies, published in notable academic journals, and speaks at academic and professional conferences on her topics of research. She produced a unique course offering on Women in Leadership, Negotiation & Entrepreneurship and has spoken on this topic at JP Morgan. She is co-author The Four Capabilities Leadership Assessment—an online 360° assessment used by organizations to enhance the leadership potential of managers.

Dr. Williams earned her Bachelor of Arts degree in Psychology at Johns Hopkins University, her Master of Arts degree in Education from Teachers College, Columbia University, and her Ph.D. in Organizational Behavior from the Ross School of Business, University of Michigan.



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