

Win-Win Negotiation Preparation Sheet

- For information about Win-Win Negotiation, visit www.mindtools.com/rs/WinWin.
- For more leadership skills, visit www.mindtools.com/rpages/HowtoLead.htm.

Aspect of the negotiation	Notes
Goals	
Trades	
Alternatives	
Relationship	
Expected outcome	
Consequences of winning or losing	
Power	
Possible solutions	

For new tools like this, subscribe to the free Mind Tools newsletter: <http://www.mindtools.com/subscribe.htm>.