

Negotiation Preparation Worksheet

1. Three Layers	You	Them
A. What happened/needs to happen		
B. Emotions		
C. Identity		
2. Interests & Goals	Yours	Theirs
T= Topic		
R = Relationship		
I = Identity		
P = Process		
3. Sources of Power	Yours	Theirs
R = Resources		
I = Interpersonal Linkages (Dugan's "people power")		
C = Communication skills		
E = Expertise		
Dugan: Authority		
Dugan: Intangible Factors		