

C M P a r t n e r s Seven Element Preparation Tool

Parties and Issues	Interests	Options	Criteria
<p>The Parties: Diagram the organizations, the parties in and around them, and the lines of actual (not just formal) influence, communication, decision-making and working relationships</p> <p>Possible Important Issues: List subjects that need to be dealt with – a draft Table of Contents for the meeting(s) and/or deal</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	<p>Individual and organizational desires, needs, concerns, hopes and fears</p> <p>Our</p> <p>Their</p> <p>Others'</p>	<p>Possible options for each issue and/or interest</p> <p>Issue #1</p> <p>Issue #2</p> <p>Issue #3</p> <p>Issue #4</p>	<p>Standards/fair processes</p> <p>Issue/Option #1</p> <p>Issue/Option #2</p> <p>Issue/Option #3</p> <p>Issue/Option # 4</p>
<p>Next steps in prep, set-up and at the table:</p>	<p>Next steps in prep, set-up and at the table:</p>	<p>Next steps in prep, set-up and at the table:</p>	<p>Next steps in prep, set-up and at the table:</p>

CMPartners Seven Element Preparation Tool

Alternatives

Commitment

Relationship

Communication

Your alternatives: Circle your Best Alternative To a Negotiated Agreement (BATNA)

Possible components of a framework agreement

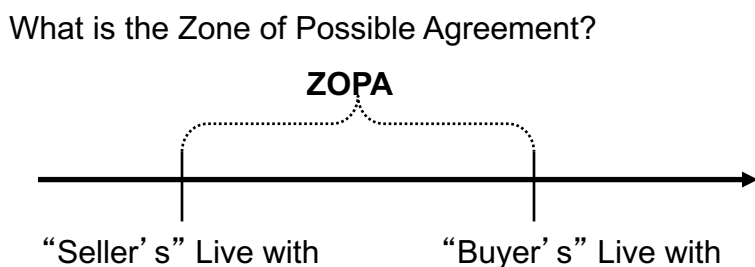
Our:	Aspire To?	Content With?	Live With?
●			
●			
●			

Ways to test and improve your BATNA

Estimate their:

	Aspire To?	Content With?	Live With?
●			
●			
●			

Their Alternatives: Circle your estimate of their BATNA



What authority do you have? The other party?

Possible anchors? Criteria to support anchors.

What level of commitment do you want?

	This Meeting	Next Meeting(s)	"Final"
● Express views?			
● Discuss/generate Options?			
● Craft a joint Recommendation?			
● Draft a tentative Agreement?			
● Sign a firm deal?			

Ways to test or, if appropriate, worsen their BATNA

Describe the current state of the relationship

Describe your preferred relationship

If a gap exists, diagnose possible causes of the gap

Given these causes, what specific steps should the parties take to address obstacles and build relationships?

Pre- Meeting(s)/ Communication(s) to "set the table"

Aims/Timing/People

#1

#2

#3

Meeting(s)/ Communication(s)

Purpose/Timing/People

#1

#2

#3

#4

Plan Key Meetings

Purposes or objectives

Products or outputs

People to involve

Place

Process

- Frame/Setup/Opening

- Agenda

- Materials

- Possible roles/ ground-rules

- **Inquiry** (items to listen for/assumptions to test/questions to ask)

- **Advocacy** (information to disclose)

- **Hot buttons** (what you don't want to say and what you might react to...)

- Possible communication problems (& possible steps to avoid or respond)

- Exit strategy/statement

Next steps in prep, set-up and at the table:

Next steps in prep, set-up and at the table:

Sequence Map: A timeline of interactions, tasks and decisions required to set-up, negotiate, vet, close and implement a deal

Today