



# OMBUDS OFFICE

Harvard Medical School • Harvard Dental School • Harvard T.H. Chan School of Public Health

## Negotiation Preparation Worksheet

Adapted from *Getting to Yes*, R. Fisher & W. Ury

### NEGOTIATION PARTIES

### GENERAL ISSUES

YOURS

THEIRS

#### INTERESTS

(Why you want what you want – fears, aspirations, etc.)

#### OPTIONS

(Responsive to interests and part of the negotiation discussion; Choices On the table)

#### OBJECTIVE INFORMATION

(Relevant standards, laws, etc. used to persuade)

#### BEST ALTERNATIVES TO A NEGOTIATED AGREEMENT

(Independent of the negotiation discussion; Choices Away from the table)

#### RELATIONSHIP

(History, desire for future/ongoing)