

# OMBUDS OFFICE

Harvard Medical School  
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## 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)



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