

**BUSINESS MEDIATION
Preparation Worksheet**

1 What are your goals and interests?

What do you know about the other party's goals and interests?

2 What do you want to reveal about your goals and interests?

How can you find out more about the other party's goals and interests?

3 Which of your goals might be achieved in the short-term?

Which of the other party's goals might be achieved in the short-term?

4 Which might be considered long-term?

Which might be considered long-term?

5 What power/leverage/objective criteria will you use to attempt to persuade the other party?

What power/leverage/objective criteria might the other party use to attempt to persuade you?

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6

What happens if there is no agreement: (BATNA)*

What do you imagine the other party's BATNA to be?

7

How are your other constituencies likely to be affected by the outcome of this negotiation?

How are the other party's constituencies likely to be affected by the outcome of this negotiation?

8

What will be the nature of your ongoing/future relationship with this party?

Do you think the other party expects to have an ongoing/future relationship with you?

9

What is the range of possible outcomes to this negotiation?

What is the possible range of outcomes the other party might expect?

10

Brainstorm a few ideas and creative options for mutual gain.

*Best Alternative To a Negotiated Agreement