**Innovation Factory**

**The Art of Negotiation Worksheets**

**Exercise #1 - Preparation**

**Think of an upcoming negotiation you have that you want to practice for.**

***(job interview, new contract or sale, who is making dinner at home, homework discussion with kids)***

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| **Why are you asking?** |  |
| **How are you asking?** |  |
| **For whom are you asking?** |  |

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**Exercise #2 - Preparation**

**Using your same upcoming negotiation, write down 1 or 2 items for each of these questions.**

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| **How could you think personally but acting communally?** |  |
| **How will you sell your ability to negotiate as a good thing?** |  |
| **Explain why your request is legitimate** |  |
| **What questions will you ask to understand your counterparts’ point of view?** |  |

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**Exercise #3 – If I could do it over again!**

**Think of a past negotiation that didn’t go very well.**

***(job interview, new contract or sale, who is making dinner at home, homework discussion with kids)***

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| Did you prepare in advance or just wing it? |  |
| Did you truly know why you were asking? |  |
| Did “how” you ask, have anything to do with the outcome? |  |
| Who were you asking for? |  |
| Did you act personally or communally? |  |
| Did you show confidence? If so/not how did you show up? |  |
| Was your request truly legitimate? |  |
| Did you understand your counterpart’s point of view? |  |
| What would you differently if you could negotiate over again? |  |

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**The Art of Negotiation Notes:**

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