

____ 25 **Effective Premeeting Planning**

Good roles

Setting objectives for pre-negotiation meetings

Information acquisition

____ 10 **Details**

Name cards w/titles

Written Agenda

Written premeeting agreements

Written list of objectives

____ 10 **Starting the Session**

Introductions

Reiterate premeeting agreements

Agree on agenda

____ 15 **Win-Win Strategies and Tactics**

Probing

Listening

Nondefensive

Phrasing

Friendly

____ 15 **Making concessions**

Probing

Selling value

Reciprocal?

Wise?

____ 15 **Team Management**

Effective break discussions

Handling disagreements

Keeping members on track

____ 10 **Reached Necessary Agreements**

Kept track throughout

Summary

Clear agreement

Timely