NEGOTIATION ROLE PLAY EVALUATION

TEAM______________________________ GRADE_______

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