Analyzing the Outcome
My company name and team:

__________________________________________________________

__________________________________________________________

Decision-maker

__________________________________________________________

__________________________________________________________

Other party’s team

__________________________________________________________

__________________________________________________________

Location of negotiation

__________________________________________________________

__________________________________________________________

Did I uncover the other party’s needs? Yes No

Major needs:

1. ________________________________________________________________________

2. ________________________________________________________________________

3. ________________________________________________________________________
When was I able to determine and confirm the other party’s aspiration level? Why at that stage?

What caused the opening bid? Who made it?

How well did I attend to each issue? What concessions did I use for each?

Which strategies worked positively for me?

Which strategies caused negative reactions?

Which strategies might have worked better?

Which tactics did the other party use on me?

How effectively was I able to neutralize? Explain.
Was I an active listener? Rate on a scale of 1-10. And explain where improvements are needed.

Which nonverbal clues gave away the other party’s position?

Am I satisfied with the outcome? Did I “win?” Is the other party satisfied? Did they “win?”

What are the short-term and the long-range effects of this outcome? How does the other party feel?

How good were my skills? (Rate 1-10)

Listening

Determining needs of the other party

Neutralizing tactics

Ability to exchange concessions

Ability to gain agreement
Positive outcome from the negotiation

What I would do differently next time: