Interest Based Negotiations Cheat Sheet

DEFINITIONS

ISSUE: topic or subject of negotiation

POSITION: one party’s solution to an issue; the how

INTEREST: concerns, needs, desires behind the issue; the why

OPTION: potential solutions that satisfy the interests

STANDARDS: objective criteria to compare and judge options

PREPARE FOR NEGOTIATIONS

• educate constituents
• seek information
• List issues and interests
• write opening statements
• Share list of issues

OPEN NEGOTIATIONS

• Share opening statements
• discuss the issues

NEGOTIATE WITH “IB” PROCESS

• Jointly select an issue
• state issue clearly
• flip chart interests
• discuss and clarify interests
• identify mutual interests
• brainstorm options - that satisfy one or more interests; others interests
• clarify options
• propose possible standards
• clarify each proposed standard
• reach consensus on the standards
• discuss each option
• amend, combine, and develop new options
• apply standards to options (use matrix)
• Eliminate options which meet few or none of the standards
• combine options that meet the standards
• reach consensus on the solution
• draft the solution
• check consensus on the written solution

SUMMARY OF "WIN-WIN" PROBLEM SOLVING

"WIN-WIN" problem solving is based on Principles, Assumptions, Steps, and Techniques used to achieve positive results for both sides.

Principles

* Focus on Issues, Not Personalities
* Focus on Interests, Not Positions
* Create Options to Satisfy Both Mutual and Separate Interests
* Evaluate Options with Standards, Not Power

Assumptions

* Cooperative Problem Solving Enhances Relationships
* Both Parties Can Win
* Parties Should Help Each Other Win
* Open Discussion Expands Mutual Interests and Options
* Standards Can Replace Power in Outcome

Steps

* Prepare for "WIN-WIN" Problem Solving
* Develop Opening Statements
* Identify Issues
* Identify Interests
* Develop Options
* Develop Standards
* Judge Options with Standards
* Achieve "WIN-WIN" Resolution

Techniques

* Brainstorming
* Consensus Building
* Problem Solving
* Idea Charting
* Others