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NEGOTIATION PROPOSAL WORKSHEET

1. Draft your proposal.

2. What are the supporting facts/information for your proposal (Business, Customer, & membership needs/desire, past problems/grievances, etc.)?

3. Explain your proposal (i.e. what it does, how it would work).

4. What will be the impact (positive or negative) on the other party’s interests or positions & how would you address them?

5. Do you need additional information to make a decision on this proposal?

6. What is your best back-up proposal?