

>> Seven Elements Preparation Worksheet*

Interests

What are the underlying interests (needs not wants) of the other party? What are your interests?

Options

What options might satisfy these underlying interests?

- | | | |
|---|--|---|
| <input type="checkbox"/> inspection | <input type="checkbox"/> administrative access | <input type="checkbox"/> third party consent |
| <input type="checkbox"/> redaction | <input type="checkbox"/> apology | <input type="checkbox"/> narrow scope |
| <input type="checkbox"/> material which adds context | <input type="checkbox"/> summary | <input type="checkbox"/> deletion |
| <input type="checkbox"/> explanation by decision maker | <input type="checkbox"/> amendment | <input type="checkbox"/> annotation |
| <input type="checkbox"/> explain records management practices | <input type="checkbox"/> other source | <input type="checkbox"/> other (please specify) |

Legitimacy

Which public interest factors might apply? What other factors might impact perceptions of fairness?

Relationships

How does the relationship with the other party impact negotiations? How can you improve relations?

Communication

What key messages need to be sent? What questions need to be asked? How are these best communicated?

Empathy – be understanding

Attention – convey your focus

Respect – admire efforts

Alternatives

What is your best alternative to a negotiated agreement (BATNA)? What is the other party's BATNA?

Commitments

Who will do what, when and how?

- I have authority to make these commitments The other party has authority to make these commitments

*The seven elements model is drawn from the chapter "Negotiation" by Bruce Patton in Michael L. Moffitt and Robert C. Bordone, eds *The Handbook of Dispute Resolution Program on Negotiation*, Jossey-Bass, 2005. The material in this worksheet was developed with the assistance of Professor Tania Sourdin. The E.A.R model is adapted from Bill Eddy, *It's All Your Fault! 12 Tips for Managing People Who Blame Others for Everything*, HCI Press, USA 2008. Copyright: OIC (Qld), License CC BY-NC-SA.

