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**Training Instrument 11-1, continued**

**Negotiation Conversation Preparation Sheet  
(for Structured Experience 12-5: Preparation Practice)**

|   |              |
|---|--------------|
| <b>What are the behavioral styles of the people involved?</b>                 |              |
| <u>Name</u>   | <u>Style</u> |
| <br><br><br><br>  |              |
| <b>What are some strategies you will use to counterbalance these styles?</b>  |              |
| <br><br><br><br>  |              |
| <b>Who on each side has the authority to make a deal?</b>                     |              |
| <br><br><br><br>  |              |
| <b>What criteria and standards will be used in the negotiation?</b>           |              |
| <br><br><br><br>  |              |
| <b>How will both sides communicate during the negotiation?</b>                |              |
| <br><br><br><br>  |              |
| <b>What else do you know about the other side's organization or industry?</b> |              |
| <br><br><br><br>  |              |
| <b>How will you build rapport and trust with the other side?</b>              |              |
| <br><br><br><br>  |              |
| <b>How will you gain commitment from the other side?</b>                      |              |
| <br><br><br><br>  |              |

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**Training Instrument 11-2****Brainstorming Checklist  
(for Structured Experience 12-6: Brainstorming Best Practices)**

**Instructions:** This checklist is designed to help you provide feedback to the participants in the small-group brainstorming exercise. Put a ✓ in one of the boxes to the right of each statement, depending on whether you observed the behavior as described. There is also a space for comments to share with the other participants.

| <b>DID THE GROUP:</b>                             | <b>YES</b>               | <b>NO</b>                | <b>NOT SURE</b>          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Welcome all ideas without judgment?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Accurately capture all ideas in writing?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Clarify any ideas that were unclear?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Pay attention and avoid interruptions?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Receive ideas from each participant?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Narrow the list of options for consideration?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Sit facing each other to see all participants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Prioritize options and decide next steps?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Appear to have fun and be relaxed?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Quickly and easily choose a spokesperson?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**COMMENTS FOR THE GROUP:**

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**Training Instrument 11-3**

**Negotiation Success Plan  
(for Structured Experience 12-12: What a Success!)**

**My Plan for a Successful Negotiation**

|   |
|---|
| <p><b>My organization's goal for this negotiation is:</b></p>   |
| <p><b>My counterpart's goal for this negotiation is:</b></p>  |
| <p><b>I will know the negotiation is successful by measuring:</b></p>   |
| <p><b>I will use the following strategy to learn the other side's BATNA (Best Alternative to a Negotiated Agreement):</b></p> |
| <p><b>I will use the following tactics to build the relationship with my counterpart:</b></p>                                 |
| <p><b>I will use the following strategies to investigate interests with my counterpart:</b></p>                               |
| <p><b>I will use the following strategy to work with the other side to set negotiation criteria and fair standards:</b></p>   |
| <p><b>I will help create an open, inviting atmosphere in negotiation conversations by:</b></p>                                |
| <p><b>I will ensure a specific action plan for the negotiation is in place through:</b></p>                                   |

Adapted from: Watkins, Michael. *Negotiation*. Boston: Harvard Business School Press, 2003.

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**Training Instrument 11-4****Facilitation Preparation Checklist**

This instrument is designed to help you as the facilitator prepare for a training session by ensuring that you have all of the materials and equipment necessary to conduct a workshop. All pretraining activities and needed materials and tools are listed to help you prepare for a successful session. Specific materials will vary based on the content modules you will use for the training.

**Pretraining Activities**

- Reviewed learning needs-assessment data to ensure effective selection of content.
- Read and reviewed applicable content modules and structured experiences.
- Read and reviewed applicable assessments and participant handouts.
- Reviewed all PowerPoint slides thoroughly.
- Prepared additional anecdotes and examples.
- Practiced workshop flow and exercises.

**Workshop Materials and Tools**

- Content module and structured experience instructions
- Content module PowerPoint slide decks
- LCD projector with screen
- Computer and cables
- Power strip and extension cord
- Participant handouts, assessments, and instruments
- Attendance and registration sheet or participant sign-in sheet
- Participant name tags and table tent cards (if applicable)
- Facilitator and training evaluations
- Writing instruments (pens, pencils, and markers)
- Extra paper (if participants need it)
- Flipchart with easel and markers (or whiteboard in training room)
- Masking tape to post chart paper (if paper is not self-adhesive)

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***Training Instrument 11–4, continued***

***Facilitation Preparation Checklist***

- Facilitator table or podium (to hold workshop materials)
  - Watch or other timepiece for structured experiences and workshop flow
  - Supplemental materials for structured experiences (such as prizes for activities)
  - Toys or candy for participants at tables (optional)
  - Facilitator’s business cards (if external to the organization) to give to participants
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