

## **Oral Negotiation Grading (assessment)**

### **1. Overall negotiation process**

- Effective and clear opening statements from both parties
- Points for negotiation clearly identified in agenda
- Remain focused on task, Relevant discussion
- Made progress in the negotiation (didn't finish)

### **Four Pillars of Principled negotiation**

#### **2. Focus on interests as opposed to position**

- Listens actively
- Employs empathy
- Uses questions to explore/understand other party interests

#### **3. Focus on the problem rather than the people**

- Develops a cooperative, amicable, professional atmosphere
- Focus on solving the problem for mutual benefit

#### **4. Invent Options for Mutual Gain**

- Brainstorms ideas
- Reframes the game, uses questions
- Develops mutual options for benefit and room to decide later

#### **5. Employ objective criteria**

- Result based on standards independent of will
- Open to reason and principle rather than to emotive pressure

### **Language and presentation:**

#### **6. Varied and Effective language use:**

- Apt language nuance
- Use of softening and intensifying devices
- Use of linking terms to express balanced ideas
- Use of win-win prompts

#### **7. Delivery**

- Volume
- Eye contact
- Pace, pause, poise (body language),
- Projection, Pronunciation
- Stress, emphasis, pause, silence

### **Groundwork:**

#### **8. Pre-Negotiations**

- Pre-negotiation report (notes)
- Clear BATNA (Best Alternative To Negotiated Agreement)

#### **9. Atmosphere**

- Warm rapport and amicable opening
- Positive and solution oriented discussions
- Focus on win-win outcome