

7 elements worksheet

This worksheet is based upon *Getting to Yes* by William Ury and Roger Fisher as well as other later adaptations. *Getting to Yes* was originally published in 1981 by Houghton Mifflin.

Source: Raju Venkataraman

PARTIES AND ISSUES	INTERESTS	OPTIONS	LEGITIMACY				
<p>The parties <i>(You may want to draw a diagram.)</i></p> <p>Important issues <i>(Subjects that need to be dealt with)</i></p> <p>1. 2. 3.</p>	<p>Ours:</p> <p>Theirs:</p> <p>Others:</p>	<p><i>(List possible options for each issue.)</i></p> <p>Issue 1:</p> <p>Issue 2:</p> <p>Issue 3:</p>	<p><i>(Identify objective standards relevant to any issues or options you have identified)</i></p>				
ALTERNATIVES	COMMITMENT	COMMUNICATION	RELATIONSHIP				
<p>Your alternatives <i>(Circle your batna)</i></p> <p>Ways to improve:</p> <p>Their alternatives</p> <p>Ways to worsen:</p>	<p>What level of commitment do you want?</p> <ul style="list-style-type: none"> • Expressing views? • Generating options? • Joint recommendations? • Tentative agreement? • Firm, signed deal? <p>At the end of this meeting:</p> <p>At the end of the negotiation: <i>(Elements of a framework agreement)</i></p>	<p>Listen for? Talk about?</p> <p>Questions to ask?</p> <p>Information to disclose?</p> <p>What specific steps might you take to change any current problematic communication?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Currently</th> <th style="width: 50%; text-align: left;">Preferred</th> </tr> </thead> <tbody> <tr> <td style="height: 300px;"></td> <td style="height: 300px;"></td> </tr> </tbody> </table> <p>If necessary, what specific steps might you take to change the current relationship to the preferred one?</p>	Currently	Preferred		
Currently	Preferred						

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