



Action Point

5.3-2

Evaluating your negotiation performance

How good were YOU at:		1-10
1.	Clearly identifying your needs?	
2.	Obtaining the necessary background facts and market/technical information?	
3.	Determining the common and conflicting interests of both sides?	
4.	Assessing the strengths and weaknesses of both sides?	
5.	Setting objectives and targets for the variables to be negotiated?	
6.	Developing an appropriate negotiation strategy?	
7.	Setting/agreeing on the agenda?	
8.	Creating and maintaining a co-operative atmosphere for the discussions?	
9.	Making a good opening presentation?	
10.	Asking appropriate questions?	
11.	Listening actively?	
12.	Explaining your needs and defending your position?	
13.	Understanding their proposals?	
14.	Checking that the other side had understood your proposals correctly?	