

I FORESAW IT plan form

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Interests (that is, the underlying concerns and needs; the reasons why someone wants something.)

(Mine)

... (Throughout this form, "..." means "feel free to list more ideas")

(Other Person's ("OP's"))*

... **

(Common) (shared needs you and OP can satisfy together. "If we work together, we can...")

Factual and Financial Research (note useful questions you need to answer, and then note the answers you learn through your research; attach materials you've gotten, and spreadsheets you've created.)

Options (for each topic, list at least six options (i.e., possible deal terms) that will satisfy your respective interests.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rapport, Reactions and Responses (list things want to say to set a constructive tone. Also list things you fear the OP will say. For each, write how you'll respond. No need to write a dialog-- just note several separate interactions: 'if he says this, I'll say that.' *Advanced technique*: roleplay with a teammate.)

Constructive points to help build rapport:

-
-
-

If OP says: " _____ "
I can say: " _____ "

If OP says: " _____ "
I can say: " _____ "

- * OP means "Other Person." *Advanced technique*: If you have several OPs, or if there are several influential players, list each one's interests separately
- ** Appeal to the OP's Interests to show why your proposal is good for him
- *** Appeal to the OP's Alternatives to agreement (see below) to show why saying "no" will hurt him

I FORESAW IT plan Form (continued)

Empathy and Ethics (first speak in OP's voice about how matter seems ("I think...I feel...").)

" _____

_____."

-Ethical dilemmas- (then list ethical problems you each face.)

(Mine) _____

(OP's) _____

Setting and Scheduling (note when and where you'll negotiate. *Advanced technique*: note discussion rules you'd like to use. *Advanced technique*: sequence who you'll talk to when.)

Alternatives to Agreement (that is, things you will do if you don't agree with the other side, and vice versa. (Thus, this part is quite different from Options.) List several you each have, based on brainstorming and research. Include your Best Alternative to Negotiated Agreement (BATNA) and your Worst (WATNA).)

(Mine)	(OP's) ←
_____	_____
_____ (BATNA)	_____ (BATNA?)
_____ (WATNA)	_____ (WATNA?)
_____ ...	_____ ...

Essential, in part because it helps you assess the OP's bargaining strength.

Who (list those who can influence the negotiations, besides you and the other negotiator. *Advanced technique*: list each key player in each side's organization, as well as allies who can strengthen your side's bargaining strength. List each player's interests in the Interests section.)

_____ ...

Independent Criteria (list information you've learned that can serve as fair standards you and the OP will both trust. Attach materials you've acquired if any.)

_____ ...

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Topics, Targets & Tradeoffs

<i>Topics</i> (That is, what matters will you discuss in the negotiation?)	<i>Targets</i> (That is, first, what is the most you can realistically hope for for a given Topic and second, what is the least you will accept for that Topic? (Check Factual Research and Alternatives.))	<i>Tradeoffs b/w Topics</i> (That is, rank Topics from dearest to least important)	<i>Tradeoffs w/i topics</i> (That is, list 2-4 favorite Options that would satisfy your interest in that Topic)
_____	_____ - _____	_____	_____ _____ _____
_____	_____ - _____	_____	_____ _____ _____
_____	_____ - _____	_____	_____ _____ _____
_____ ...	_____ - _____	_____	_____ _____ _____

Now, construct offers using your Topics, Targets & Tradeoffs

Opening Offer: (Before you write something here, jot down on scrap paper the best possible deal you can realistically imagine by listing the upper Target for each Topic. (These are your 'Best Targets.')

Then add to that deal a reasonable cushion so you can make concessions- especially to your favorite topics. Write down that cushioned proposal here.)

Least Acceptable Offer: (Write down here the worst possible deal you will accept by stating the best deal you have elsewhere, or, if you have no such alternative offer, by listing the lower Target for each Topic. Later, compare any tentative deal to this one to make sure you're not accepting a bad one.)

Creative Proposal(s) (Write down here at least one other possible deal. You might describe a deal that gives you lots of your favorite Topic and less of your least favorite Topic; or a deal that uses creative Options (i.e. Tradeoffs w/i Topic) to satisfy your interest in a Topic at low cost to the Other Person. Have such deal(s) ready in case an impasse arises during the talks.)

Finally, test your offers:

- (1) Do the offers satisfy the *Interests* you've listed?
- (2) Are the offers at least as good as your best *Alternative* to negotiated agreement?
- (3) Do the *Independent Criteria* you listed confirm these offers are fair?
- (4) Are there any Time Bombs in your proposed offers? (Think, "what if...?")
- (5) Which of your offers give you the chance to achieve the best *Targets* you've set for your favorite *Topics*?
- (6) How will OP *React* to your offers and how will you respond?