

Negotiating: Exercise 4

Negotiating: A Readiness Checklist

Instructions: Complete the following checklist to determine if you have sufficiently completed the negotiating phase.

1. ___ Accountabilities are in place for me, my partner, and the relationship.
2. ___ Expectation are clear.
3. ___ Goals are well defined and clear.
4. ___ The responsibilities of each partner are defined.
5. ___ Norms have been developed and agreed to.
6. ___ We have decided how often should we meet.
7. ___ We are in agreement about how often we should connect and who should to the connecting.
8. ___ We have articulated criteria for success.
9. ___ We have developed a workable strategy for dealing with obstacles to the relationship.
10. ___ The work plan makes sense.
11. ___ We have discussed how and when the relationship will be brought to closure.
12. ___ Our operating assumption about confidentiality are well articulated.
13. ___ The boundaries and limits of this relationship leave enough room for flexibility.