

BASIC NEGOTIATION AND MEDIATION TASKS

Basic Tasks for a Pure Distributive Strategy

- 1. Figure out your own interests and reservation point as well as you can. Keep reviewing these points while you negotiate.*
- 2. Figure out the interests and reservation point of the Other (the other party or parties). Be alert to new data while you negotiate.*
3. Seek to move the reservation point of the Other to widen the bargaining range especially if there is a negative range. (This process is often begun by “sowing doubt.”) However, if necessary for a settlement that you must achieve, move your own reservation point.
4. Seek a settlement as close as possible to the reservation point of the Other so that you win the maximum profit.
- 5. Do what you can to see that both you and the Other come to see this settlement as the best possible one under the circumstances.*

Basic Tasks for an Integrative or Mixed Motive Strategy

- 1. Figure out your own interests and reservation point as well as you can. Keep reviewing these points while you negotiate.*
- 2. Figure out the interests and reservation point of the Other. Be alert to new data while you negotiate.*
3. Through judiciously shared information and brainstorming, seek to expand the pie so that each side may get as much as possible of what it would like. Explore moving the reservation points of each side.
4. Decide on fair principles to determine how to divide the pie.
- 5. Do what you can to see that both you and the Other come to see this settlement as the best possible one under the circumstances.*

Basic Tasks for Mediation

1. Figure out the real interests — not the “positions” — and reservation point for each side as well as you can. Privately review your understanding of these points with each side. If appropriate, keep reviewing these points during the mediation. Stay alert for new data.
2. Through acquiring information and brainstorming, seek to expand the pie so that each side might get as much as possible of what it would like. Explore moving the reservation points of each side.
3. Help the parties decide on fair principles to determine how to decide the issues at hand.
- 4. Do you what you can to see that all parties come to see the settlement — if any — as the best possible one under the circumstances.*