

Negotiation Assessment

Everyone is frequently involved in negotiation at work, but to be successful you need to assess your skills. Evaluate your performance by responding to the following statements, marking options that are closest to your experience. Be as honest as you can; if your answer is "never", mark 1. If it is "always", mark 4. Add your scores together.	Never	1			
	Occasionally	2			
	Frequently	3			
	Always	4			
1. I research the other party before I enter into negotiations.	1	2	3	4	
2. I read background material before I devise my strategy.	1	2	3	4	
3. I am clear about the main objectives of the negotiation.	1	2	3	4	
4. I choose negotiating tactics that are appropriate to my objectives.	1	2	3	4	
5. My negotiating strategies enable me to achieve my main objectives.	1	2	3	4	
6. When I use agents (assistants), I brief them thoroughly.	1	2	3	4	
7. When I use agents, I aim to give them as much authority as they need.	1	2	3	4	
8. I have a flexible attitude toward negotiations.	1	2	3	4	
9. I believe negotiations to be an opportunity for both parties to benefit.	1	2	3	4	

10. I enter into negotiations determined to reach a satisfactory agreement.	1	2	3	4
11. I communicate my points in plain language.	1	2	3	4
12. I communicate my points logically and clearly.	1	2	3	4
13. I consciously use body language to communicate with the other party.	1	2	3	4
14. I avoid exposing the other party's weaknesses.	1	2	3	4
15. I am polite at all times during a negotiation.	1	2	3	4
16. I create deadlines that are realistic and determined by the negotiation.	1	2	3	4
17. I use my instincts to help me understand the other party's tactics.	1	2	3	4
18. I have enough power to make decisions when necessary.	1	2	3	4
19. I am sensitive to any cultural differences of the other party.	1	2	3	4
20. I work well as a member of a negotiating team.	1	2	3	4
21. I am able to be objective and put myself in the position of the other party.	1	2	3	4
22. I know how to guide the other party into making an offer.	1	2	3	4
23. I avoid making the opening offer.	1	2	3	4
24. I make progress toward agreement via a series of conditional offers.	1	2	3	4
25. I approach my final objectives step by step.	1	2	3	4

26. I show emotion only as part of a tactical move.	1	2	3	4
27. I regularly summarize the progress that has been made during negotiations.	1	2	3	4
28. I use adjournments tactically to give me time to think.	1	2	3	4
29. I introduce third parties when the negotiations break down.	1	2	3	4
30. I engage a mediator as an effective way of breaking a stalemate.	1	2	3	4
31. I ensure that any agreement is signed by each party.	1	2	3	4
32. I prefer to negotiate a win/win situation whenever possible.	1	2	3	4