

EXHIBIT 2-4

Preparation Worksheet for Negotiations

Self-Assessment	Assessment of the Other Party	Situation Assessment
<ul style="list-style-type: none">• What do I want? (Set a target point)• What is my alternative to reaching agreement in this situation?• Determine your reservation point• Be aware of focal points• Be aware of sunk costs• Do not confuse your target point with your reservation point• Identify the issues in the negotiation• Identify the alternatives for each issue• Identify equivalent multi-issue proposals• Assess your risk propensity• Endowment effects• Am I going to regret this?• Violations of the sure thing principle• Do I have appropriate level of confidence?	<ul style="list-style-type: none">• Who are the other parties?• Are the parties monolithic?• Counterparties' interests and position• Counterparties' BATNA's	<ul style="list-style-type: none">• Is the negotiation one shot, long term, or repetitive?• Do the negotiations involve scarce resources, ideologies, or both?• Is the negotiation one of necessity or opportunity?• Is the negotiation a transaction or dispute?• Are linkage effects present?• Is agreement required?• Is it legal to negotiate?• Is ratification required?• Are time constraints or other time-related costs involved?• Are contracts official or unofficial?• Where do the negotiations take place?• Are negotiations public or private?• Is third-party intervention a possibility?• What conventions guide the process of negotiation?• Do negotiations involve more than one offer?• Do negotiators communicate explicitly or tacitly?• Is there a power differential between parties?• Is precedent important?