



Self Positioner Master Negotiator

In order to enhance your learning experience, we kindly recommend to self-test your knowledge with this form. The entire intro should take up to about 15 minutes at most. Each question allows for none, one or several correct answers.

Example: The line "An investment in knowledge pays the best interest" stems from...

0) c

Please bring this form along to our training!

F. Bacon
a

R. Fisher
b

B. Franklin
c

1) **Setting one's objectives** for a negotiation, it is rather important to... [see MN: p145ff]

- write aims down a having a measurable objective b have a clear argumentation structure c

2) The "S" in the "SMART-formula" means... [MN: p149f]

- smart a specific b swift c

3) Which of the following element(s) excludes the process being a "real" negotiation [MN: p20f]

- diverging interests a potential of serious conflict b power to enforce decision c

4) Which **subphases** does the creative phase consist of? [MN: p154f]

- the 6 hats phase a probe interests b finding proposals c

5) Which golden rule is applicable when planning your **concession strategy**? [MN: p163f]

- Take if you give a first concession frames result b never yield more than 20% c

6) A negotiation is **successful**, if... [MN: p12-13, 20f]

- all sides are happy a my arguments are dominant b we come to an agreement c

7) A good method to **structure the negotiation process** is... [MN: p158]

- 4-phases model a 9 phases model b systematic Harvard model c

8) When should you leave it up to your counterpart to **make the first offer**? [MN: p164f]

- when I have the power a when I am emotionally involved b when I believe him to be better informed c

9) Which of the mentioned actions should stay out of **phase #2 (create)**? [MN: p162f]

- using tactics a bringing in "crazy" ideas b attacking bargaining positions c

10) When bringing in new proposals, it is most important to [MN: p56, 155f]

- talk loudly a being patient and wait for right time b understand the interests of the other side c

11) How would I define a "negotiation"? [MN: p20]

12) What are my personal negotiation strengths... and weaknesses? [compare MN: p16f]

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| <p>12) strengths...</p> | <p>What are my personal negotiation and weaknesses?</p> |
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We are looking forward to learning and training with you!