

# Feedback form

## Final negotiation activity

### The East Africa Tender

Evaluate your own and others' negotiation skills, using the feedback form below.

Final feedback: Negotiation skills	
NEGOTIATORS:	
OUTCOME OF THE NEGOTIATION	
Did you reach an agreement?	Yes / Almost / No
If so, how happy are you with what was agreed?	Extremely / Very / Fairly / Not very
If not, what were the main obstacles to agreement?	
What was your role in the negotiation (e.g. decision-maker, technical expert)?	
How well did you play it?	Well, I think / Pretty well / Not too badly / I could have done better
If you could negotiate again, what (if anything) would you do differently?	
Make notes on what was discussed during the negotiation under the following headings:	
	<b>Agreed</b> <b>To be finalised</b>
1 Term of contract	
2 Plant funding	
3 Plant ownership (inc. IPRs)	
4 Warranty	
5 Insurance	
6 Options (e.g. PlowSafe™)	

# Feedback form

## SKILLS ASSESSMENT

- 1 How would you describe the relationship-building phase of the negotiation (e.g. over-familiar, warm, positive, polite, over-formal, cool, suspicious, hostile)?  
Give a few examples.
  
- 2 Did you have any problems establishing the procedure and agreeing the agenda?  
Yes / No  
  
If so, what? How did you deal with new items being added to the agenda?
  
- 3 How clear were your proposals, summaries, confirmations/corrections and counter-proposals?  
Clear and concise / Pretty clear for the most part / It got a bit confusing at times
- 4 Did you listen carefully and allow the other team to speak before interrupting?  
Yes / Mostly / Probably not enough
- 5 On reflection, do you think you asked enough questions during the negotiation?  
Yes / We probably should have asked more / Unfortunately not
- 6 On balance, did you tend to take up fixed positions or did you mostly try to uncover interests?



POSITIONS

INTERESTS

- Give some examples of important interests you uncovered. How did these help you?
- 7 Did you do enough to generate further options?  
Yes, we created value / Not really
  - 8 Did you remember to attach conditions to your offers and concessions?  
Yes / Not always / No
  - 9 Did you find any persuasion techniques particularly effective?  
Yes / Not really  
  
If so, which ones?
  
  - 10 Did you have to deal with any ‘dirty tricks’?  
Yes / No  
  
If so, what? How did you deal with them?
  
  - 11 How did you deal with any deadlocks or breakdowns in communication?
  
  - 12 Regardless of the result, how positively did the negotiation end?  
Very / Fairly / Not very