



# Practice Management Curriculum

## Principles of Negotiation Checklist

- Dedicate time to prepare for any negotiation.
- Research what the market offers in terms of remuneration, work environment, service obligations and benefits.
- Identify your personal and professional goals, desires and objectives.
- Set your target price, reservation price and BATNA in relation to your negotiation points.
- Negotiate for an agreement that will satisfy both parties.
- Negotiate for the long term by staying professional, courteous and fair-minded.
- Ensure that the appropriate authority has approved your terms and conditions.
- Have your lawyer review any agreement to make sure that all terms and conditions that you have negotiated are properly documented