



Behavior Analysis Services

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Tool Checklist: Set Expectations **NEGOTIATING FOR WHAT YOU WANT**

	Step	Yes	No	N/A	Comments
1	Set the Stage				
	- Time (away from behavior).				
2	- Place (uninterrupted).				
	- Set Positive Tone.				
3	- Ask for/get permission to negotiate or get help				
4	from a mentor.				
5	Talk to be HEARD State clearly the proposed new arrangement/responsibility and the way that the other person will benefit from the arrangement.				
6	State clearly what you would like to earn/how you would benefit from the new arrangement.				
7	Use language that shows respect.				
8	Use Empathy or Re-Approach at a better time if the other person is getting upset/nasty/frustrated/ etc.				
9	Negotiate Adjust your request based on the other person's suggestions or counter-offers.				
10	Ask the other person to clarify any terms of the arrangement that may be unclear to you, if necessary.				
11	Restate the terms of the agreed-upon arrangement as you understand them and ask the other person for acknowledgement that your understanding is correct.				
12	End on Good Terms Thank the other person for their time/for negotiating with you.				
13	"Work It" by Staying in Control Ignore Negativity and Stay Cool				
14	Follow through on your end of the deal!				