



# Negotiation Strategy Builder

Develop your negotiation approach for problematic contract terms. Use these strategies to protect your interests while maintaining a professional relationship.



## Key Negotiation Tactics

### BATNA

Know your Best Alternative To a Negotiated Agreement. What's your walk-away option?

### Ask "Why"

Understand the reason behind each term. It may reveal flexibility.

### Trade-offs

Offer something in exchange for what you want removed or changed.

### Get It in Writing

Any verbal agreement must be documented in the contract.

### Take Time

"I need to think about this" is always acceptable.

### Walk Away

Be prepared to decline. Another option usually exists.

## Scenario 1: Gym Membership Auto-Renewal

*"Membership automatically renews for 12 months unless written cancellation is received at corporate headquarters 60 days prior to renewal date. \$150 early termination fee applies."*

### What specifically do you want changed?

e.g., Reduce notice period to 30 days, remove or reduce termination fee, allow email cancellation...

### Your BATNA (Alternative Option)

e.g., Join competitor gym, month-to-month membership elsewhere...

### What can you offer in exchange?

e.g., Longer initial commitment, referral of friends, pre-payment...

### Your Opening Statement

Write how you would start this negotiation...



#### Sample Script

**You:** "I'm interested in joining, but I have concerns about the cancellation terms. Can you help me understand why 60 days notice is required?"

**Them:** [Listen to their reason]

**You:** "I understand your position. Would you be willing to reduce that to 30 days if I commit to a 12-month initial term instead of month-to-month?"

## Scenario 2: Apartment Security Deposit

*"Landlord may retain any portion of security deposit for cleaning, repairs, painting, carpet replacement, and any other costs deemed necessary. Itemized statement provided within 90 days."*

### What specifically do you want changed?

e.g., Remove 'any other costs,' exclude normal wear and tear, reduce return timeline to 30 days...

### Your BATNA (Alternative Option)

e.g., Other available apartments, current housing...

### What can you offer in exchange?

e.g., Excellent references, longer lease term, upfront payment...

### Your Opening Statement

Write how you would start this negotiation...

## Scenario 3: Your Own Situation

### Contract Type

Select type...



### Problematic Term

Describe the specific clause or term you want to negotiate...

### What specifically do you want changed?

Be specific about your desired outcome...

### Your BATNA

Your alternative if negotiation fails...

### Trade-off Offer

What can you offer in exchange?

### Your Complete Negotiation Script

Write your full approach from opening to close...



☐ I've read and understood the entire contract

☐ I've identified all problematic terms

☐ I know my BATNA (alternative option)

☐ I've researched comparable contracts/offers

☐ I've prepared my opening statement

☐ I know my "walk away" point

☐ I have trade-offs to offer

☐ I'm prepared to get changes in writing