

## Prepare for Negotiations:

### a. Administrative and Venue Arrangements:

- Reserve the Warthog boardroom for negotiation sessions.
- Ensure the room is equipped with a projector, whiteboard, and comfortable seating arrangements.

### b. Purpose and Participatory Processes:

- Purpose: To address the conflicts arising from Mary's work slowdown and resolve interpersonal tensions within the team.
- Participatory Processes: Ground rules for respectful communication, active listening, and consensus-building will be established. All parties will have the opportunity to express their viewpoints and contribute to finding solutions.

### c. SWOT Analysis for Negotiation Strategies:

Strategy	Strengths	Weaknesses	Opportunities	Threats
Collaborative	Promotes teamwork, fosters long-term	Time-consuming, requires compromise	Builds trust, encourages creativity	Potential for exploitation by dominant
(Win-Win)	relationships			parties
Competitive	Assertive, quick resolution	Damages relationships, limited creativity	Asserts dominance, secures immediate	Escalation of conflicts, alienation of
(Win-Lose)			gains	parties
Compromise	Maintains harmony, middle ground	May not address root causes, dissatisfaction	Prevents extreme outcomes	Unresolved issues, lack of commitment
(Lose-Some-Lose-Some)				
Avoidance	Temporarily diffuses tensions	Does not address underlying issues	Prevents immediate confrontations,	Perpetuates conflicts, breeds resentment
(No-Win)			allows for cooling-off periods	

d. **Selected Strategy:** Based on the SWOT analysis, the collaborative (Win-Win) strategy is deemed most suitable for fostering teamwork and finding mutually beneficial solutions.

e. **Negotiation Range:** The negotiation range will encompass reinstating work hours, resolving interpersonal conflicts, and implementing conflict resolution mechanisms.

f. **Email to Stakeholders:** An email will be sent to all stakeholders outlining the identified issues, time frame for resolution, and requesting mandates.

g. **Review and Finalization:** Collate responses, integrate input into the negotiation plan, and share the finalized approach with stakeholders.

h. **Anticipated Negotiation Process:** Anticipate potential resistance and emotions, utilize active listening, empathy, and problem-solving techniques to motivate parties towards resolution.