

# 5 Parts of a Negotiation

## Agreement

The goal of negotiations is to reach an agreement that satisfies all parties. This can be a formal contract, a verbal commitment, or a written understanding. The agreement marks the end of negotiations.

## Preparation

Each party gathers important information, sets its own clear goals, and understands how the negotiation will work.



## Bargaining

This is the heart of the negotiations, often a series of back-and-forth exchanges. Concessions, compromises, and counteroffers are made.

## Discussion

Each party shares its side, including viewpoints, concerns, and priorities.

## Proposal

Each party presents its initial offers and solutions.

[www.scu.edu/mobi](http://www.scu.edu/mobi)