

Negotiating Glossary

BACK TABLE	Those who have an interest in the results of the negotiation; however, they are not going to be present at the negotiation. For example, your boss is often a member of your back table, when you are negotiating with a third party (such as a vendor).
BATNA	Best Alternative To a Negotiated Agreement. What is the best either party can do to meet its interests if the parties fail to reach agreement with each other?
COUNTERPART or COUNTERPARTY	Is the person with whom you are negotiating.
ENGAGING	When you are interacting with your counterparty.
INTERESTS	Is a way of describing underlying motivations, needs and concerns, fears and aspirations.
OPTION	Is a possible agreement or a part of an agreement. It is <i>not</i> a commitment.
POSITIONS	Describe what the parties say they want such as their demands, terms and conditions, and things a party will or won't do.
ROLE PLAY	When you and a practice "buddy" take the role of the counterparty and the party in a negotiation to practice negotiating before you are with the real counterparty.
STANDARDS	Are independent or objective measures (or benchmarks) that can be used to resolve differences between interests.