

internal architecture

The internal architecture refers to the structure of the negotiating team and how rules help define how the team functions.

Selecting the lead negotiator

What decision authority is needed for this level of negotiation?

Characteristics of effective lead negotiators.

The synergy of a team approach.

What can be delegated and what cannot be?

Speaking with one voice

Determine who has the authority to speak for the team; this may vary by issue.

Plan for each meeting and iron out differences in private and in advance.

Use the agenda as a planning tool to diminish at-the-table surprises.

Defer to whomever is designated as the team leader.

Remember that public disagreements will reflect negatively on ability to negotiate effectively.

Communicating with your team

Must be frequent and mutual.

Should cover substance and process.

Should be documented to the extent that it needs to be part of the administrative record.

Team should develop and adhere to communication protocols.

For additional information, please contact:
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