

PERSONAL ACTION PLAN

Current skills	Exchanging information	Questioning	Summarizing	
Skills to work on	Packaging	Using roles	Teamwork	Signalling
My goals	Build on perceived expectations of other party to package offer according to my needs	Always think before speaking Use and master different behaviors Switch roles easily	Improve team -based negotiations using others' strengths	Be more effective in using signals when more appropriate than direct and explicit messages
My resources	4 Step method Opportunities to negotiate	Relations with co-workers and others Creativity & imagination Looking through others' eyes	Apply team sport techniques Social activities	Self-consciousness
Action plan	Always take the time to prepare Incorporate 4 Step method into daily thought processes & interpersonal dealings 6 months	Try out different roles in non-risk situations and observe others' reactions 3 months	Observe and harness others' skills Be more open and cooperative 3 months	Observe others more closely in order to detect signals in everyday communication Practise and observe others' reactions Respond positively to others' signals 1 month