

# Handout 1

## Preparation Strategy Important Meetings

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*Dossierhouder 1*

*Date of the meeting*

*Dossierhouder 2*

*Has this been covered before?*

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## Diagnose

*You want to analyze as complete a picture as possible of the subject and the negotiation situation. Consider the following points:*

- What has happened in the past with the subject?
- What facts, data, reports are known? (also consider evidence of previous commitments)
- What is the position of the board and possibly other parties (for example central or the Works Council)?
- What is currently happening in regard to the subject?
- How strong is the position of the council on this subject?
- What happens if the council does not get its way at the consultation meeting? Are there other ways to achieve the goals?



## End goal / interests

*You want to be clear about what you want and what the purpose of the consultation meeting is. Consider the following points:*

- What interests of the students are at stake?
- What principles and general views does the council have on the subject?
- What are the most important arguments and considerations of the council for the final goal?
- How important is the final goal as far as the council is concerned?

## Desired results / commitments

Try not to focus blindly on the end goal, think of acceptable alternatives! Make it clear to yourself here what results you want to achieve during the consultation meeting to get closer to the end goal.

## Information exchange

- What information do we want to receive from the board?
- What information do we want to give the board?



## Shopping list

*Here you are actually thinking about what you want to have in the minutes.*

- What (hard) commitments do we want?
- What statements do we want to elicit from the board?
- What opinions/statements from our side do we want to have recorded in the minutes?

## Alternatives

- What are our breaking points? The minimum we want to get out of the conversation.
- What acceptable alternatives are imaginable?
- What total package of results is the minimum we still accept? What kind of compromise are we still prepared to make?



## Best Case

*What happens when everything goes the way we want?*

## Worst Case

*What are ways in which the consultation meeting can go that we don't get what we want? And reasons for this?  
Consider the following points, among others:*

- Something we wanted turns out not to be possible (try to find this out in advance)
- The problem is shifted (central, faculty, training, national, etc.)
- The opinion that there is a problem is not shared by the board

*How do you deal with it when this happens?*

## Wow-Case

*What are some ways in which the consultation can go in a way that is completely different from what we expected?*

- The board denies a commitment (gaslight gatekeep girlboss)
- The board gives a different kind of update than expected
- The board is not prepared for our questions

*How do you deal with it when this happens?*



## Addressing the topic

*Try to think of how you will address the point.*

- What tone do you want to set?
- How do you introduce the point?
- In what order do you want to address the desired outcomes?
- How much time do you want to spend on each desired outcome?
- What kind of responses do you anticipate from the board and how do you want to respond to them?

## Content: argumentation / questions

- What arguments are you going to use to support your argument?
- What examples/text passages do you need?
- How do you structure your argument?
- What questions are you going to ask?
- What kind of responses do you anticipate from the Direction Team and how do you want to respond to them?