

Course form to fill in (2021-2022)

Course title:

Negotiation Skills for International Managers

Staff responsible for the course:

Lecturers:

First Name + Name
Karen L. Jones

1) COURSE PRESENTATION

Aims:

Draw up a list of competencies and/or skills that the student should have acquired or improved at the end of the course.

You must fill in the field under the format “the student should be able to...” using action verbs such as define, realise, control... *(This description should not take more than ten lines)*

At the end of the course, the student should be able to:

- Convey how negotiation is used by international managers
- Recognize conflict management styles
- Identify and explain the steps in the negotiation process
- Understand the impact of culture on negotiation and negotiation strategy
- Create a negotiation plan
- Apply negotiation skills, strategies and techniques
- Draft a basic negotiation agreement

Prerequisites:

You must not write courses' codes or names, but identify the preliminary skills as the knowledge or the know-how needed to efficiently follow this course.

Write it out in terms of knowledge and methodologies required to follow this course (this would help students from direct entry to position themselves). *(This description should not take more than five lines)*

None

Course contents:

Here, an abstract of the course can be given or the different chapters of the course can be simply written down.

(The description should not take more than ten lines)

The global nature of business (and most professions) requires managers to be good negotiators. Negotiation is an important skill for all international managers. Managers are involved in some sort of negotiation on a regular basis throughout their career (i.e. employment, investment, conflict, partnership, salary, job, etc.). Developing negotiation skills, understanding the negotiation process, the ability to recognize conflict management styles and cultural impacts, and knowing how to effectively apply these skills in an active negotiation is necessary for all managers. During this course we will cover the negotiation process, critical skills, strategies and approach to negotiating, BATNA, cultural impacts on international negotiation, negotiation plan and planning, the negotiated agreement and experience active engagement in several negotiations.

2) WORKING LOAD

Here, you should allocate the effective working load of the course, including an estimation of the personal work required from the student.

TABLE 1

Course's types	Number of hours	Notes
<u>Effective presence</u>		
- <i>Magistral Course</i>		
- <i>Interactive Course</i>	16	(3.25-hour class meetings each day for 4 days ; 3.0-hour class for 1 day)
- <i>Tutorials</i>		
- <i>Coaching</i>		
- <i>PBL Course</i>		
<u>Training from a distance</u>		
- <i>Video-conferences</i>		
- <i>Webinars</i>		
<u>Self-learning</u>		
- <i>Books 'readings</i>	3	
- <i>E-learning</i>		
- <i>Research</i>	2	
<u>Outdoors-training</u>		
- <i>In firms</i>		
- <i>Internship</i>		
<u>Personal work</u>		
- <i>Group Projects</i>	4	
- <i>Individual Projects</i>	2	
- <i>Personal work</i>	5	
Total working time for the student	33	

3) EDUCATIONAL METHODS

Tick here the different educational methods used:

- X Coaching
- X Case Study
- X E-Learning and/or Self-learning
- X Interactive courses
- X Presentations
- X Projects
- X Research
- Seminars
- Tutorials
- Visits

4) ASSESSMENT

Sum up briefly the course assessment's mechanism (*two or three lines*) in order to introduce the assessment's table that you have to complete below (table n°2).

You must also define clearly how feedback will be given to students (in accordance with the feedback policy).

Assessment will include the final negotiation (40%) with written feedback, and an individual poster presentation (20%) with verbal feedback. Students will also be graded on attendance (10%) and are expected to be present during each class session, as well as actively engage and participate in the in-class exercises (30%) for verbal feedback.

List the assessment for each modality.

TABLE 2

Modality	Type of control	Length (h)	Number	Weighting (%)
<u>Continuous assessment</u>	Continuous assessment			
	Mid-term exam			
	Participation	0.50	5	10
	Oral presentation			
	MCQ			
<u>Final exam</u>	Oral final exam			
	Written final exam			
<u>Others</u>	Case study			
	Group Project	1	1	40
	Individual Project	1	1	20
	Written assignment			
	Exercises	0.50	5	30
Total				100%

5) RECOMMENDED READING

Name of books (*indicate only three or four must-read references*) / Name of reviews:

Reference book (appellation reserved for books selected by the School and necessarily bought by all the students):

Class books :
1. Getting to Yes! by Roger Fisher and William Ury (https://www.fd.unl.pt/docentes_docs/ma/AGON_MA_25849.pdf)
2. Handouts as assigned

Reviews :

Internet Resources:

Please indicate here if you use the school intranet site to put on-line documents and/or if you advise the visit of web sites to students.

Name of the Website	URL
TBD	TBD