

Course form to fill in (2022-2023)

Course title:

Negotiation Skills

Staff responsible for the course:

Megan GORDON

Lecturers:

First Name + Name
Megan GORDON

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:

Understand and apply negotiation concepts and skills;
Identify the variables in the negotiation process which create value in negotiation;
Apply negotiation strategies in multi-party situations;
Plan and prepare for complex negotiations, especially by identifying key behavioural characteristics helping or hindering the search for a mutually satisfactory deal;
Understand basic principles of conflict management;

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. This is a basic negotiation skills course with some elements of conflict management.

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 objective of this course is first to learn how to be prepared for a negotiation in different contexts, being able to identify different negotiation settings and recognize which strategies are effective for particular situations. We will work under the framework of integrative negotiation. Secondly, it is a practice-oriented negotiation course, thus, we will get confidence as a negotiator and we will apply the theory into practice (i.e. simulations, discussion about real cases...). Thirdly, we will elaborate on the conflict management styles and how to manage effectively conflict resolution processes inside an organizational context. This course aims to transfer the relational, negotiation and conflict resolution skills and to understand how they can be applied in different contexts.

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>		
- Magistral Course		
- Interactive Course		
- Tutorials		
- Coaching		
- PBL Course		
<u>Training from a distance</u>		
- Video-conferences	30	
- Webinars		
<u>Self-learning</u>		
- Books 'readings		
- E-learning		
- Research	10	
<u>Outdoors-training</u>		
- In firms		
- Internship		
<u>Personal work</u>		
- Group Projects		
- Individual Projects	15	
- Personal work	15	
Total working time for the student	70	

3) EDUCATIONAL METHODS

Tick here the different educational methods used:

- Coaching
- X Case Study
- X E-Learning and/or Self-learning
- Interactive courses
- X Presentations
- X Projects
- 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).

Given the practical focus of the course, students are assessed in terms of their participation in the various negotiation roleplay exercises. Further, they have to demonstrate their learning by analysing a case from a negotiation perspective.

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	30		30
	Oral presentation			
	MCQ			
<u>Final exam</u>	Oral final exam			
	Written final exam			
<u>Others</u>	Case study	12		70
	Group Project			
	Individual Project			
	Written assignment			
	Exercises			
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 :

Lewicki, R., Barry, B. & Saunders, D. (2010). Essentials of Negotiation, McGraw Hill

Fisher, R., Ury., W. and Patton B. (1991). Getting to Yes, Random House

Fells, R., & Sheer, N. (2020). *Effective negotiation: From research to results* (4th ed.). Cambridge University Press.

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
IESEG Online for course slides	