

Introduction to Negotiation and Bargaining, Fall 2017

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OVERVIEW

You will be a better negotiator by the end of the course.

It's unlikely you'll become a professional negotiator after 30 hours of lessons. You will, however, be able to recognize elements of negotiation when you see them in action. More importantly, you will be able to use a set of specific negotiation skills and strategies that can bring some success to your professional and personal life.

OBJECTIVES

In this class you are going to learn **about negotiation** and **how to negotiate**. This includes:

- 20-40 essential words and phrases
- 3-7 key negotiation strategies
- 3-5 communication skills that can increase your chances of success
- 3-5 hardball tactics and responses

In the end, you will walk away with a toolkit of useful negotiation skills.

METHODS

This course will combine short lectures with a great deal of pair work.

- You will play many negotiation games. So if you like games, you should find this class enjoyable.
- You will do student stuff. That means learning about theory and practice. So if you like traditional learning techniques, you should find the class enjoyable.
- You will learn by reflecting and writing. So if you like thinking, you will enjoy this class.

RESOURCES

There is no textbook for this class. The teacher will provide all materials required by the students. Students can access lesson plans, materials and extra resources on the teacher's website www.eslwriting.org.

ASSESSMENT

This course requires a great deal of student participation and reflection. The assessment of student outcomes reflects those priorities.

- 20% participation
- 30% writing log
- 20% test
- 20% attendance
- 10% real world negotiation analysis

A note about participation.

It is important for you take the role play exercises seriously. That means you make a great effort to play within your character's role. It also means that you do not share information about your character with other people unless asked to do so by the teacher.

I want you to treat these role plays as practice sessions.

Do you think Ji-sung Park thought it was stupid to practice shooting and corner kicks? Of course not. That is how he learned the game and became a professional. I want you to bring the same professional can-do mindset to this class. Mindset is the key to success in anything you do.

About the writing log.

Most experts who teach negotiation say students need time to think about what they experience and learn in class. If the experts say this is a good way to learn, why wouldn't we follow their advice?

At the end of each class, we will take 10 minutes (or so) for quiet writing time. Here are a few examples of what you might write about:

- What happened in class?
- What did you learn?
- Did you make any mistakes?
- What factors helped you win or lose?
- What strategies did you and other people use?
- What were the results?
- What would you do differently next time?

Keep these in a notebook. Each week I will collect them, skim the writing and give you a grade. I will not be editing or making extensive comments.

Thoughtful writing, reflection and analysis earn a high score. Routine writing that looks like a list of actions without thought yields a low score.

REAL LIFE ANALYSIS

During the third week, each person will make a short presentation in class. You will discuss how you were able to use some of the negotiation skills learned in this class in a real life situation. This analysis includes a description of what happened and your negotiation choices by using some of the vocabulary and theory discussed in class.