

## Master Syllabus

### MAN 2144 - Negotiation Techniques

**Division:** Business and Public Services

**Department:** Management

**Credit Hour Total:** 3.0

**Lecture Hrs:** 3.0

**Date Revised:** October 2013

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### Course Description:

This course addresses the application of basic principles of negotiation through the introduction and analysis of the negotiation process, case studies and simulations. It focuses on accurately identifying requirements specifications, analyzing proposals and conducting purchasing and contracting negotiations ethically and legally, but is also relevant to compromise and agreement in other business and personal life situations.

### General Education Outcomes:

- ❑ Oral Communication
- ❑ Written Communication
- ❑ Critical Thinking/Problem Solving
- ❑ Values/Citizenship/Community
- ❑ Computer Literacy
- ❑ Information Literacy

### Course Outcomes:

#### Basic Skills for Successful Negotiation

Participate in negotiation role-playing scenarios to practice basic skills used in the negotiation process.

**Assessment Method:** Portfolios

**Performance Criteria:** Achieve a minimum grade of 70% or higher based on departmental rubrics

**Assessment Method:** Simulations

**Performance Criteria:** Achieve a minimum grade of 70% or higher based on departmental rubrics

#### Global, Cultural, and Individual Issues in Negotiation

Research individual, global and cultural differences and apply in negotiation simulations.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Achieve a minimum grade of 70% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Achieve a minimum grade of 70% or higher based on departmental rubrics

#### Negotiation Strategies and Relationships

Research negotiation strategies and evaluate their use and success in negotiations.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Achieve a minimum grade of 70% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Achieve a minimum grade of 70% or higher based on departmental rubrics

#### Contracts and Legal Issues in Negotiation

Review the elements of contracts and legally binding documents and complete forms as part of the negotiation process.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Achieve a minimum grade of 70% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Achieve a minimum grade of 70% or higher based on departmental rubrics

#### Ethical Issues in Negotiation

Develop a written role play scenario and perform the role play to demonstrate ethics and game playing and the effect on negotiations outcomes.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Achieve a minimum grade of 70% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Achieve a minimum grade of 70% or higher based on departmental rubrics

### Outline:

Negotiation Strategy and Planning  
Steps in the Negotiation Process  
Finding and Using Negotiation Power  
Ethics in Negotiation  
Relationships in Negotiation  
Global and Cultural Challenges  
Multiple Parties and Teams

Managing Negotiation Impasses  
Elements of Contracts and Legally binding documents  
Managing Difficult Negotiations