

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

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

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