TEXT:

It is my suggestion that both book are read prior to the start of class. They are short.

There will be two class assignments and the class final exam.

With all of this being said – See you May 20th.

Assignment Schedule:

May 20, 2008
Topics
• Introduction To Negotiations
• Critical Thought Process - How It Became A Discipline
• Recognizing Bias and Overcoming Them
• Importance of Ethics in Negotiations
Hand Out Assignment 1

May 27, 2008
Review:
Surveys
Questions To Ponder
Topics
• Preparation Requirements - Planning
• How To Grade Others And Yourself
Hand Out Assignment 2
Assignment 1 Due

June 3, 2008
Topics
• Importance of Listening
• Observation Skills And Sensory Details
• Role Playing – Adaptability
Assignment #1 Reviewed
Hand Out Final

June 10, 2008
Topics
• Communication Skills
• What Is Framing And Its Importance
Film – Stanford Tape
Assignment 2 due

June 17, 2008
Topics
• Importance Of Writing It Down
• When And Where To Negotiate - Importance Of Timing
• Importance Of Maintaining Control
• Reducing Conflict
Tape Exercise
Final due

June 24, 2008
Review Exercise Evaluations
Topics
• The Process Of Negotiation
• Goals And Strategies For Success
• The Use Of The Question As A Tool
Review Final
Course Description:

The course is designed to explore the process of negotiation and bargaining as managerial and interpersonal skills. Focus is directed on how presentation attitudes and choices often hinder consensus and collaborative effort. Special emphasis is placed on negotiation preparation, decision-making and the development of alternatives to achieve the best solution with particular attention to observational and communication skills development.

The main course goal is to provide students the opportunity to develop as effective negotiators by allowing them to become aware of their personal style while examining beneficial changes. The course uses traditional readings and discussions and includes presentation evaluations and case studies.

Course Performance Objectives: Upon completing this course, the student will be able to:

1. Explain different negotiation styles
2. Calculate negotiation complexity
3. Define positional bargaining
4. Prepare stylistic examples
5. Evaluate negotiation premises
6. Analyze personal belief systems
7. Explore belief system validity
8. Create personal boundary statements
9. Create personal mission statements
10. Clarify communication goals
11. Address negotiation preparatory issues
12. Practice opponent analysis
13. Estimate negotiation needs
14. Explore negotiation styles
15. Re-examine personal listening skills
16. Sharpen personal listening skills
17. Analyze social communication
18. Explain effective listening
19. Analyze value of win-win negotiations
20. Defend personal negotiation boundaries
21. Handle difficult people
22. Analyze social negotiations
23. Differentiate gender communication styles
24. Restate confrontational opinions
25. Evaluate social communication styles
26. Create practice negotiations
27. Participate in group solutions
28. Develop creative negation analysis
29. Design bargaining points
30. Practice negotiation skills
31. Perform decision analysis
32. Create negotiation strategy
33. Analyze 360 degree negotiations
34. Recognize implied mandates
35. Initiate peer review negotiations
36. Explain global negotiations
37. Identify culture communication traps
38. Determine influence of culture on negotiations
39. Solve cultural quandaries
40. Develop team responses
41. Specify useful solutions
42. Apply individual negotiation skills
43. Identify personal negotiation weaknesses
44. Analyze effective negotiation tactics
45. Develop confident negotiating skills

**Faculty and Student Guidelines:** Please become familiar with the Faculty and Student Guidelines. The following are links to the information:

http://www.uncg.edu/bae/faculty.html

http://www.uncg.edu/bae/currstudents.html

The direct link to the pdf is http://www.uncg.edu/bae/faculty_student_guidelines.pdf