

## Course Outline – Negotiations

### 1. Module 1 - Basics

- a. Introduction
- b. Negotiations Self-Assessment
- c. What is a Negotiation?
- d. Reading: Negotiation Styles
- e. Reading: HBR - What's the Point
- f. The Power of Listening
- g. Discussion Question: Your Negotiation Plan
- h. Conclusion

By the end of this module you should be able to:

- Identify a framework for understanding what a negotiation is and what it is not
- Recognize personal strengths and areas of opportunity in personal negotiation skills
- Overcome reluctance to negotiate

### 2. Module 2 - Cognitive Bias, Ethics, and Persuasion

- a. Introduction
- b. Reading: Bias in Negotiations
- c. Video - Robert Cialdini - The psychological trick to getting people to say yes
- d. Reading: How to prepare for a negotiation
- e. Reading: Six Habits of Merely Effective Negotiators
- f. Reading: Ethics in Negotiations
- g. Your Negotiation Style
- h. Assignment - Negotiations Scenario
- i. Conclusion

By the end of this module you should be able to:

- Identify the sources of cognitive bias in a negotiation
- Begin to prepare the groundwork for a negotiation
- Recognize the roll of biases, ethical persuasion, and influence in negotiations

### 3. Pulse Check

### 4. Module 3 - Analyzing the Negotiation

- a. Introduction
- b. Analyzing the Negotiation
- c. Video - BATNA Explained
- d. Reading: Applying BATNA at Work
- e. Reading: Why Negotiators Still are Not Getting to Yes
- f. Video: The Walk from No to Yes with William Try
- g. Discussion: Your BATNA and Getting to Yes
- h. Assignment - Scenario
- i. Conclusion

By the end of this module you should be able to:

- Analyze negotiation methods aligned to situations and circumstances
- Describe when to use BATNA both ways

### 5. Module 4 - Power and Pitfalls in Negotiations

- a. Introduction
- b. Reading: Power and Pitfalls in Negotiations - Claiming Value
- c. Read: Using a Decision Tree
- d. Video: The Emotionally Intelligent Negotiator
- e. Video: Body Language - The Power is in the Palm of Your Hands
- f. The Prisoner's Dilemma and Game Theory in Negotiations
- g. Share: Learnings and Discussion
- h. Assignment: Putting it all together
- i. Conclusion - Week & Course and Final Video

Learning Outcomes:

- Recognize power and pitfalls in negotiations
- Apply the concepts that you have learned over the last few weeks to your negotiation preparation