

COURSE SYLLABUS

Skills for Impact – Negotiation Workshop

SPRING 2022

Instructor: Sebastian Litta

Teaching format: *onsite (if possible) over 3 days*

Course status: Skills for Impact Course, optional module

1 Credit (2 ECTS credits)

Course e-learning site: <http://ceulearning.ceu.edu/course/view.php?id=6813>

The SFI program is a mandatory, applied element of the MPA program. It aims to equip students with core vocational competencies that are of high value in the workplace, including team building, leadership, emotional intelligence, planning, risk management and critical reflection.

Course Objectives

*This course introduces students to basic concepts of negotiation analysis. Expertise, passion, and momentum are not sufficient to create lasting solutions. Instead, leaders of tomorrow need to be able to engage in negotiations. They need to be able to master the **analytical challenges**, that is **gathering and understanding complex information, defining and assigning value, evaluating different options, crafting a deal** and assessing moves of their counterparts. However, truly successful leaders also need to master the “**soft skill**” challenges, that is **building trust, listening carefully, understanding the needs and interests of the other party and being able to reflect their own strengths and weaknesses**.*

Learning Outcomes

By the end of the course, students will be able to understand basic principles behind many negotiations, they will have learned various lessons about their own negotiation behavior, their strengths and weaknesses. Students will be familiar with the Harvard Negotiation Principles. Students will have acquired a toolkit that will allow them to prepare negotiations in a better way.

Summary Description

The course is based on the Harvard principles of negotiation and puts an emphasis on carefully designed role plays and simulations. Students progress through a series of different negotiation simulations and case studies and are offered the chance to reflect their failures or successes and thus learn for the next level of negotiation expertise. In addition, theoretical concepts with high real world-relevance are introduced and discussed and essential tips and tricks are shared with the students.

Course Outline

Please let sebastian.litta@gmail.com know by **Thursday, May 19, 2022, 6 pm CET**

- if you have taken any negotiation classes before (and if yes: what did you learn?),
- if you have any previous experience negotiating in a professional context (and if yes, then please provide 1-2 sentences with details),

- if you need to miss any part of the workshop. (This information is crucial, as all participants will be pre-assigned to negotiation simulation groups.)

<i>Monday, May 23, 2022</i>		
09:30 am	Kick-off, introduction, and expectations	<i>everyone</i>
10:00 am	Exercise #1 Kebab Cartel: introduction and preparation	<i>everyone</i>
10:10 am	Exercise #1 Kebab Cartel: play + submit results	<i>in pairs of two</i>
10:30 am	<i>Break</i>	
11:00 am	Discussion of results of exercise #1	<i>everyone</i>
11:30 am	Harvard principles of negotiation	<i>everyone</i>
12:15 pm	Exercise #2 Employment Contract: introduction	<i>everyone</i>
12:30 pm	Exercise #2 Employment Contract: play + submit results	<i>in pairs of two</i>
01:00 pm	<i>Lunch Break</i>	
02:30 pm	Discussion of results of exercise #2	<i>everyone</i>
03:00 pm	Case Study #1 The Austro-Hungarian Compromise: intro	<i>everyone</i>
03:05 pm	Case Study #1: reading and prep time	<i>everyone</i>
03:30 pm	Case Study #1: prepare answers in groups for the following questions: 1) Who are the main parties in the actual negotiation? 2) Which negotiation techniques are used by the main negotiators? <i>Please prepare a mini-presentation with your answers and send it to sebastian.litta@gmail.com by 9 pm tonight.</i>	<i>groups</i>
04:30 pm	<i>End of group session for today</i>	
	Homework 2: In your opinion, who is a great negotiator in the world and why? Choose any living or dead politician, business leader, civil rights activist, or others and tell me why she or he is a great negotiator. Give me examples of how they negotiated and what kind of results they achieved. Please send your answers via email to sebastian.litta@gmail.com by 9 pm tonight.	

<i>Tuesday, May 24, 2022</i>		
09:30 am	Case Study #1 The Austro-Hungarian Compromise: presentation of group results	<i>everyone</i>
10:15 am	Exercise #3 Coalition-Building in Colvaña: intro and prep	<i>everyone</i>
10:40 am	Exercise #3: play + submit results	<i>In groups of 3 or more</i>
11:10 am	<i>Break</i>	
11:30 am	Exercise #3: discussion of results	<i>everyone</i>

12:00 pm	Great Negotiators	<i>everyone</i>
12:30 pm	<i>Lunch Break</i>	
01:45 pm	Exercise #4 UN Security Council: intro, reading, and prep	<i>everyone</i>
02:15 pm	Exercise #4 UN Security Council: FAQ	<i>everyone</i>
02:20 pm	Exercise #4 UN Security Council: play + submit results	<i>in groups of six or more</i>
02:50 pm	<i>Break</i>	
03:15 pm	Discussion of results of exercise #4	<i>everyone</i>
04:00 pm	<i>End of program for today</i>	
	Homework 1: Read "Michael Wheeler, Negotiation Analysis: An Introduction, Harvard Business Review: 2002"	
	Homework 2: answer the Key Concepts Questions and submit them by 9 pm	<i>offline, questions will be sent via email</i>

<i>Wednesday, May 25, 2022</i>		
09:30 am	Key Concepts in Negotiation, with video analysis and discussion of Wheeler paper	<i>everyone</i>
10:20 am	Exercise #5 "Sauerbier Supermarket": Introduction	<i>everyone</i>
10:30 am	<i>Break</i>	
11:00 am	Exercise #5: reading and individual preparation	<i>everyone</i>
11:30 am	Exercise #5: prep by role	<i>groups</i>
12:15 pm	<i>Lunch Break</i>	
01:30 pm	Exercise #5: FAQ	<i>everyone</i>
01:45 pm	Exercise #5: play + submit results	<i>in groups of four or more</i>
03:00 pm	<i>Break</i>	
03:30 pm	Exercise #5 "Sauerbier Supermarket": debrief	<i>everyone</i>
04:00 pm	Wrap-up, Take-Aways	<i>everyone</i>
04:30 pm	End of course	

Assessment

This is a pass/fail class. In order to pass the class four contributions are necessary:

- *Readings and key concept questions assignments completed by the time mentioned above*
- *Active participation in all exercises and case study discussions*
- *Active participation in class discussions*

Your success or failure during the negotiation exercises will not be graded.

According to the CEU [Student Rights, Rules, and Academic Regulations](#) (Annex 1.), in case of a 1-credit course, students are expected to spend 40-50 hours on non-classroom, autonomous, self-directed learning (homework, consultations with the course instructor and preparing for classes).

Special Notes

The course relies heavily on simulation exercises and role plays. It is crucial for the success of the course that all students participate throughout the entire course. It is not possible to skip parts of the course, because your simulation exercise group might not be able to play the exercise when one player is missing. If you are in doubt about your participation please contact the instructor **at least 3 days before the class**, that is BEFORE 1 pm, Friday, May 20, 2022.

Active participation is important for all class discussions – this does not mean quantity, but quality. Quality means that in your contributions you a) make a point, b) add something new to the discussion, c) build on things that were said by others without repeating all of it and/or d) do not give lengthy monologues.