Module 1

Planning & Preparing for a Negotiation

Pre-Readings
- Investigative Negotiation
- Distributive Negotiation: Slicing The Pie

Key Concept Priming:
- Why Negotiations Are Not Win-Lose: Integrative vs. Distributive Negotiations
- Negotiation: Starting the Conversation
  - Planning and Preparation: The Key to Success Part 1

Exercise #1: Management Retreat

Exercise Debriefing:
- Value Claiming vs. Value Creation Skills
  - Managing Offers
  - Concession Making
- Avoiding Gambits and Other Negative Behaviors
  - Post Settlement-Settlements

Application of Concepts

Key Concept Priming
- Planning and Preparation: The Key to Success Part 2
- Questions: Getting People to Open Up and Influencing From Their Perspective

Exercise #2: The Miracle Plant

Exercise Debriefing
- Interest Based Negotiations
- Breaking Through an Impasse
- Concluding a Negotiation (what to do and not to do)

Application of Concepts

Negotiation exercises: Make sure you read and prepare to negotiate your role for the live session with your assigned partner(s). Also be prepared in the live session to discuss how you approached the negotiation, felt about the negotiation process and arrived at an outcome (or in some cases no agreement).

Program runs on Thursdays from 9:00 am-12:15 pm and Office Hours from 12:15-2:00 pm*

*Please note that the sample schedule is subject to change
# Negotiation and Influence (Online)

## Sample Program Schedule

### Module 2

**Building Trust and Relationships; Creating Value**

### Pre-Readings
- Dealing with the "Irrational" Negotiator
- Six Habits of Merely Effective Negotiators

### Key Concept Priming:
- Planning and Preparation: The Key to Success Part 2
  - Think Before Your Speak
- Social Psychological Tools for Building Trust (That Also Work Over Zoom)
- Recognizing and Appropriately Using Non-Verbal Behavioral Cues

### Exercise #1: The Grand Strand

**Exercise Debriefing:**
- Negotiating from a position of weakness
  - Dealing With Irrationality
- Identifying a Distributive vs. Integrative Negotiator
  - Common Negotiation Mistakes

### Application of Concepts

**Negotiation exercises:** Make sure you read and prepare to negotiate your role for the live session with your assigned partner(s). Also be prepared in the live session to discuss how you approached the negotiation, felt about the negotiation process and arrived at an outcome (or in some cases no agreement).

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## Module 3

### Managing Emotions and Conflict

**Pre-Readings**
- Getting Past Yes: Negotiating As If Implementation Mattered
- When Life Gives You Lemons: How To Deal with Difficult People

**Key Concept Priming:**
- Understanding Your Conflict Management Style
- How Power Impacts a Negotiation
- Repairing Trust and Apologies
- The Importance of Perspective Taking

**Exercise #1: Myti-Pet**

**Exercise Debriefing:**
- Managing Conflict and Emotions
- Power Dynamics: Identifying and Utilizing Your Power
- Understanding and Managing Team Dynamics

**Application of Concepts**

**Assessment:** Thomas Kilmann Conflict Management Instrument

**Negotiation exercises:** Make sure you read and prepare to negotiate your role for the live session with your assigned partner(s). Also be prepared in the live session to discuss how you approached the negotiation, felt about the negotiation process and arrived at an outcome (or in some cases no agreement).

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### Module 4

**Influence, Shadow Negotiations and Cross Functional Teams**

#### Pre-Readings
- Negotiating via Information Technology
- Shadow Negotiation

#### Key Concept Priming:
- Using Positive Influence Strategies
- Influence Without Authority: The Art of Woo (Winning Others Over)
  - Shadow Negotiations: Influencing Behind the Scenes
  - Negotiating in Cross-Functional Teams

#### Exercise #1: Geben Robotics

**Exercise Debriefing:**
- Best Practices for Working in Cross-Functional and Remote Teams

**Application of Concepts**

**Negotiation exercises:** Make sure you read and prepare to negotiate your role for the live session with your assigned partner(s). Also be prepared in the live session to discuss how you approached the negotiation, felt about the negotiation process and arrived at an outcome (or in some cases no agreement).
# Negotiation and Influence (Online)

## Sample Program Schedule

### Module 5

Agency—Negotiating With and Through Agents

### Pre-Readings

- How to Be Sure Your Agent Gets You the Best Deal

### Key Concept Priming:

- When to Use an Agent
- The Challenge of Agency
- Strategies for Negotiating with an Agent

### Exercise #1: Goliath

### Exercise Debriefing:

- Best Practices for Working in Cross-Functional and Remote Teams

### Application of Concepts

**Negotiation exercises:** Make sure you read and prepare to negotiate your role for the live session with your assigned partner(s). Also be prepared in the live session to discuss how you approached the negotiation, felt about the negotiation process and arrived at an outcome (or in some cases no agreement).

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**Sample Program Schedule**

### Module 6

**Cross Cultural Negotiations**

**Pre-Readings**
- Intercultural Negotiations
- Negotiating with Romans Part 2
- John Wayne Goes to Brussels

**Key Concept Priming:**
- Culture is Like an Iceberg
- The Impact of Culture on a Negotiation

**Exercise #1: The Mexico Venture**

**Exercise Debriefing:**
- Best Practices to Working Across Cultures

**Application of Concepts**

**Negotiation exercises:** Make sure you read and prepare to negotiate your role for the live session with your assigned partner(s). Also be prepared in the live session to discuss how you approached the negotiation, felt about the negotiation process and arrived at an outcome (or in some cases no agreement).

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