

**EAST-WEST UNIVERSITY
NEGOTIATION
WINTER 2008**

Credit Hours: 4 credit hours
Instructor: Donald R. Simon, Esq.
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Department: English and Communications

Course Description: Negotiation theory and its application to the world of work. Topics covered include negotiating in multi-party situations; challenges of representing groups whether they are corporations, class parties, or families; the effect of intra-group and inter-group negotiations, barriers to dispute resolution; and the role of third parties in complex negotiations.

Length of Course: 11 weeks

Texts: Budjac Corvette, *Conflict Management*, 1st edition (2007).
Fisher and Ury, *Getting To Yes: Negotiating Agreement Without Giving In*, 2nd edition (1991).
Fisher and Ertel, *Getting Ready to Negotiate* (1995),

Course Objectives: Upon successful completion, the student will be able to:

1. critically analyze a conflict situation;
2. develop appropriate strategies for resolution; and
3. negotiate agreement

Grading Policy:

20% Class Participation
10% Quizzes
30% Negotiation Assignments
15% Midterm Exam
20% Final Exam

Grading Scale:

A= 100% - 90%
B= 89% - 80%
C= 79% - 70%
D= 69% - 60%
F= 59% -

COURSE OUTLINE:*

- Week 1** Introduction to the course. Syllabus. What is negotiation? The role of personality in the negotiation process. In-class exercise and discussion: Pay Negotiation.
Read: Corvette, Chaps. 1 and 2.
Fisher and Ury, Chap. 1
Fisher and Ertel. Chaps. 1 and 2
- Week 2** The nature of conflict and its relationship to negotiation. The difference between managing, resolving, and avoiding conflict. The four major negotiation styles. How to choose the appropriate style. Identify steps toward developing effective negotiation styles.
Read: Corvette, Chaps. 3 and 4.
Fisher and Ury, Chap. 2
Fisher and Ertel, Chap. 3
- Week 3** No class 1/21. The four key negotiating temperaments. Basic principles of communication theory. Understand communication as a process. Learn rules for effective listening and speaking in negotiation. Learn to watch body language in negotiation. *Negotiation assignment.*
Read: Corvette, Chaps. 5 and 6.
Fisher and Ury, Chap. 3
Fisher and Ertel, Chap. 7
- Week 4** Introduction to the many facets of cultural and gender differences—real and perceived. Learn to identify goals as the first step in preparing to negotiate a particular matter. Understand the major types of interests and goals relevant in negotiation. Learn how to identify and rank goals in negotiation.
Read: Corvette, Chaps. 7 and 8.
Fisher and Ury, Chap. 4
Fisher and Ertel, Chap. 5
- Week 5** Introduction to selected theories of social psychology that aid in understanding perception. Learn how to assess and use various sources of power in negotiation. In-class midterm.
Read: Corvette, Chaps. 9 and 10.
Fisher and Ury, Chap. 5
Fisher and Ertel, Chap. 9

* The instructor reserves the right to amend this course outline as necessary, as the course proceeds. Students will be informed of all changes in a timely manner.

- Week 6** Learn the characteristics of varying types of aggressive behavior and assertive behavior in order to current habits and build effective negotiation skills. Learn the dynamics of anger and anger management *Negotiation assignment*.
Read: Corvette, Chap. 11.
Fisher and Ury, Chap. 6
- Week 7** Recognize the difficulties of persuasion. Learn the fundamental keys of persuasion. Guiding principles for use in developing negotiation skills and assessing performance.
Read: Corvette, Chaps. 12 and 13.
Fisher and Ury, Chap. 7
Fisher and Ertel, Chap. 6
- Week 8** Learn how to prepare for negotiation interactions. Learn key terms used in negotiation. Understand strategic behavior in negotiation. Identify the stages of negotiation. Learn how to begin negotiations. *Negotiation assignment*.
Read: Corvette, Chaps. 14 and 15.
Fisher and Ury, Chap. 8
Fisher and Ertel, Chap. 4
- Week 9** Learn the additional complexities presented by team negotiation. Learn how to gain benefits from team negotiation. Learn how to avoid detriments of team negotiation. Learn how leadership encompasses negotiation and persuasion.
Read: Corvette, Chaps. 16 and 17.
Fisher and Ertel, Chap. 8
- Week 10** The processes of third-party intervention, or alternative dispute resolution. Learn special components of labor-management negotiation. Learn how to deal with stalled negotiations. Collaborative techniques in competitive and avoidance systems. Learn the indicia of a successful win-win negotiation. Learn how to evaluate your negotiation effectiveness. *Negotiation assignment*.
Read: Corvette, Chaps. 18, 19 and 20.
- Week 11** Review for the final. Final exam.