

OAKLAND UNIVERSITY
SCHOOL OF EDUCATION AND HUMAN SERVICES
DEPARTMENT OF ORGANIZATIONAL LEADERSHIP
HRD 4510—Negotiation for Personal Success
Winter, 2018

Wednesday 6:30-9:50 p.m.
Room 206 Elliott Hall

Instructor	Victor A. Zambardi, J. D. Phone: (248) 370-3112 Email: zambardi@oakland.edu
Office Hours	Monday through Friday, 8:00 am – 5:00 pm by Appointment 203 Wilson Hall
Course Credits	Four (4) Credits
Course Description	<p>This course integrates the intellectual analysis of negotiation theory with the development of negotiation skills. The course focuses on two core strategies of negotiation, the psychological sub-processes of negotiation and the tactics that can be used by the parties to achieve their bargaining goals and resolve breakdowns in the negotiation process. This course will challenge you and take you out of your comfort zone.</p> <p><i>This course satisfies the university general education requirement in the knowledge application integration area. Prerequisite for knowledge application: Completion of the general education requirement in the social science knowledge exploration area.</i></p>
Required Texts	<p>Lewicki, R. J., Barry B., Saunders D. M. & Barry B. (2015). <i>Negotiation</i> 7th ed. New York, NY: McGraw-Hill/Irwin</p> <p>Lewicki, R.J., Barry B. & Saunders D. M. (2015). <i>Negotiation: Readings, Exercises, and Cases</i> 7th ed. New York, NY: McGraw-Hill/Irwin</p>
Recommended Text	Fisher, R., Ury, W. & Patton, B. (1991). <i>Getting to YES: Negotiating Agreement Without Giving In</i> 2 nd ed. New York, NY: Penguin Books
Prerequisite	A General Education Social Science course before enrollment.
Supporting Information	Other materials and online links will be provided through Moodle.

**Knowledge
Applications
Learning
Outcomes**

The student will demonstrate:

- How knowledge in a field outside of the student's major can be evaluated and applied to solve problems across a range of applications
- Knowledge of the personal, professional, ethical, and societal implications of these applications

**Course
Objectives**

After completing this course, students will able to:

1. Understand the major concepts and theories of negotiation.
2. Understand the fundamental principles and practices of successful negotiation strategies in a variety of organizational contexts.
3. Demonstrate skills in two approaches to negotiation (distributive and integrative).
4. Apply negotiation policies and principles to multiple scenarios.
5. Understand and apply the basic psychological principles and theories related to negotiation.
6. Understand and apply the basic communication principles and methods related to negotiation.
7. Understand and demonstrate how to overcome barriers to successful negotiated agreements.

Attendance

Attendance is mandatory. Given the nature of the class, your attendance and participation is critical. Absence from class will negatively affect your grade according to the following schedule:

1. An attendance sheet will be available at the beginning of each class. It is the student's responsibility to sign in. Students will receive four (4) points for each class sign-in, and a total of 50 points for perfect attendance.
2. If a class is missed on an assignment due date, the assignment will still be due at the time noted in the syllabus.
3. Each student is responsible for obtaining notes for the missed class; the instructor will not keep them.
4. It is the student's responsibility to contact the Instructor should the University be closed due to inclement weather for instructions on assignments and coursework.

Expectations

- Come to class prepared. In my own preparation, *I assume that you have at a minimum completed the assigned readings.*
- Turn in your assignments on time. **Late assignments will automatically be assessed a two-point per day penalty for every day the assignment is overdue.**
- ***Participate in and contribute fully to your team project.***

Academic Conduct & Plagiarism

Students are expected to abide by the standards of academic honesty and integrity set forth in the OU Academic Conduct Regulations: <http://www.oakland.edu/?id=1610&sid=75>.

Plagiarism is using someone else's work or ideas without giving that person credit. By doing this, a student is, in effect, claiming credit for someone else's thinking. Plagiarism is prohibited and could result in severe penalties up to and including expulsion from the university.

Evaluation & Grading

You will be evaluated based upon Individual and Group Performance – the quality of your work and participation.

Read and follow instructions. You must demonstrate your knowledge - answer questions by explaining the concepts using references to specific facts from the exercises, text and lectures.

<u>Grading</u>	<u>400 points total*:</u>
Course Understanding & Application [CUA]	100 points
5 Negotiation Exercises [NE]	100 points
5 In-Class Knowledge Assessments [KA]	50 points
Negotiation Team Project**	100 points
Class Attendance & Participation	50 points

* Total number of points earned divided by 100 equals your grade.

** Team members will formally evaluate the relative contributions of their teammates to the Negotiation Team Project which will factor into individual grades.

***The HRD Program does not permit Instructors to offer extra-credit.

Negotiation Team Project

Teams will negotiate the Eurotechnologies Inc. [ETI] case. One team will represent top management and another team will represent the R & D scientists in the negotiations.

The negotiation process will have three [3] parts:

1. Initial Strategy and Protocol
2. Pre-Negotiation Planning
3. Negotiations and Settlement

The purpose of this team project is to apply the negotiation concepts you have learned in the course to a complex negotiation case. The work products will be:

1. 10 minute PowerPoint presentation of each part—30 points each
2. 15 minute PowerPoint Final presentation—40 points

Negotiation Exercises

There are five (5) Negotiation Exercises [NE] that you will complete during the course including one Personal Negotiation Project [NE 4]. The take-home exercises will focus on your preparation, planning and execution of the individual negotiations. The formats will be provided on Moodle and will be completed on the dates indicated on the syllabus.

Knowledge Assessments

There are five (5) Knowledge Assessments [KA] that you will complete during the course. The in-class assessments will focus on learning key negotiation concepts such as Goals, Bargaining Range, BATNA etc.

Competition

Your classmates are not the competition. In the classroom and on project work, they are a resource and together you have an opportunity to further your and their learning. Grading will therefore be on a straight scale (not on a *curve*), based on consistent standards.

HRD 4510 Negotiation—Course Schedule

Date	Pre-Class Assignment	In-Class Work
January 3	Buy textbooks and read syllabus and materials on Moodle	Course Overview, Introductions, Review Syllabus & <i>The Firenze Purses</i> exercise
January 10	Complete <i>Individual Assessments</i> —Conflict Handling and Decision Making Reading: <i>Goals</i> Article and Materials on Moodle, Lewicki Chpt. 2 <i>Strategy and Tactics of Distributive Bargaining</i> , Materials on Moodle & Lewicki Chpt. 4, pages 114-16	Lecture & Discuss <i>Individual Assessments</i> —Conflict Handling and Decision Making Preview <i>Goals</i> KA 1
January 17	Reading: Lewicki Chpt. 2 <i>Strategy and Tactics of Distributive Bargaining</i> , BATNA Materials on Moodle & Lewicki Chpt. 4, pages 114-16	Complete KA 1, Lecture & <i>Stanford</i> Video Preview Negotiation Exercise 1 [NE 1]—GTechnica—AccelMedia Negotiations Preview <i>BATNA</i> KA 2
January 24	Complete Negotiation Exercise 1 [NE 1]—GTechnica—AccelMedia Negotiations Reading: Lewicki Chpt. 2 <i>Strategy and Tactics of Distributive Bargaining</i> & Materials on Moodle Recommended: Lewicki REC 1.1	Negotiate NE 1, Lecture, <i>Stanford</i> Video & Complete KA 2

January 31	<p>Reading: Lewicki Chpt. 3 <i>Strategy and Tactics of Integrative Negotiation</i> & <i>Interests</i> Materials on Moodle</p> <p>Recommended: Fisher Chpt. 3 and Lewicki REC 1.4</p>	<p>Lecture and HNP Video</p> <p>Preview Negotiation Exercise 2 [NE 2]—Pakistani Prunes</p> <p>Preview <i>Interests</i> KA 3</p>
February 7	<p>Complete Negotiation Exercise 2 [NE 2]—Pakistani Prunes</p> <p>Reading: Lewicki Chpt. 3 <i>Strategy and Tactics of Integrative Negotiation</i> & Materials on Moodle</p> <p>Recommended: Fisher Chpts. 4 & 5 and Lewicki REC 1.8</p>	<p>Negotiate NE 2, Lecture, Complete KA 3 & HNP Video</p> <p>Preview CUA I Problems→Issues</p>
February 14	<p>Complete Part I of CUA Problems→Issues</p> <p>Reading: Lewicki Chpt. 4 <i>Negotiation: Strategy and Planning</i></p> <p>Recommended: Fisher Chpts. 1 & 2 and Lewicki REC 1.2</p>	<p><u>CUA PART I DUE</u></p> <p>Discuss CUA I Problems→Issues & Lecture</p> <p>Preview CUA I Part II</p>
February 21	WINTER RECESS	NO CLASS!!!!
February 28	<p>Complete Part II of CUA I and Prepare for in-class CUA I Part III Negotiations</p>	<p><u>CUA PART II DUE</u></p> <p>CUA I PART III NEGOTIATIONS</p>
March 7	<p>Complete Part IV of CUA I</p> <p>Reading: Lewicki Chpt. 10 <i>Relationships in Negotiation</i> & Chpt. 14 <i>Individual Differences I: Gender and Negotiation</i></p> <p>Review Exercise 26—Eurotechnologies Inc. [ETI] Case—Team Project</p> <p>Recommended: Lewicki REC 3.3 & 4.2</p>	<p><u>CUA PART IV DUE</u></p> <p>Lecture, & Review CUA I</p> <p>Preview Negotiation Exercise 3 [NE 3]—Job Offer Negotiations</p> <p>Select Teams & Preview ETI Case—Team Project</p>

March 14	Complete Negotiation Exercise 3 [NE 3]— Job Offer Negotiations Reading: Lewicki Chpt. 5 <i>Perception, Cognition and Emotion</i> & Chpt. 6 <i>Communication</i> Recommended: Lewicki REC 2.1, 3.3 & 4.2	Negotiate NE 3, Lecture & PON Video Preview Negotiation Exercise 4 [NE 4]—Personal Negotiation Project Preview <i>Framing</i> KA 4
March 21	Reading: Lewicki Chpt. 7 <i>Finding and Using Negotiation Power</i> & Chpt. 8 <i>Influence</i> Recommended: Lewicki REC 4.1	Complete KA 4, Lecture & PON Video <u>Team Project Part 1 Presentations</u>
March 28	Reading: Course Overview and Preparations for Team Project Part 2 Presentations Recommended: Lewicki REC 2.5	<u>Team Project Part 2 Presentations</u> Preview <i>Power</i> KA 5
April 4	Preparation for Team Project Negotiations	Complete KA 5 TEAM PROJECT NEGOTIATIONS <u>NE 4 Due</u>
April 11	Complete Negotiation Exercise 5 [NE 5] and Preparation for Team Project Final Presentations	<u>Final Team Project Presentations</u> <u>NE 5 Due</u>

*While every effort will be made to maintain the schedule outlined, class schedule, assignments, etc. are subject to change throughout the semester.