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## **Negotiation - A1**



# **Negotiation**



#### Course Calendar

Instructor: Linda Moya

**Class Time:** Tuesday and Thursday 10:10am-11:30am Eastern Time

HBH 2003 (In person expectation: IPE) **Class Location:** 

Instructor email negotiate.smart@gmail.com

please include the section number "A1" in e-mail communications for the course: Office Hours: Tuesday and Thursday 1pm-2pm Eastern Time, Join Zoom office hours;

or in-person by appointment

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TA: Srija Banerjee

Email: srijab@andrew.cmu.edu

Office Hours: Tuesday from 3 - 4 pm in HBH common area opposite of revolving door front

entrance + Friday from 1:30 - 2:30 pm on Zoom.

TA: Nick Chan

Email: nnchan@andrew.cmu.edu

Office Hours: Mon from 1:30-2:30 in HBH main common area opposite of revolving door front

entrance and on Zoom ₽

Thurs from 2:15-3:15 on Zoom ₽

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#### Coming Up





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94800-A1

1 point • Sep 30 at 11:30am

Topic & references for Negotiation in the News **Analysis** 

94800-A1 2 points • Oct 1 at 11:59pm









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# A. Course Objectives

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Negotiation is the process by which two or more parties with interdependent interests secure agreements. This course is designed to cover the range of negotiation situations and issues faced by managers and decision makers. This course explores negotiations in many contexts: simple personal transactions, public and private sector collective bargaining, resolving disputes out of court, resolving conflicting interests within an organization, and resolving conflicting interests across organizations. The objectives of this course are the following:

- Introduce students to the analytical framework and concepts necessary to understand the complexity and dynamics of negotiation
- Improve ability to analyze negotiations in a variety of contexts
- Learn to balance the implicit tradeoffs of competition and cooperation inherent in most negotiations
- Introduce students to a variety of tactics and strategies employed in negotiations
- Improve ability to conduct successful negotiations
- Learn to recognize more opportunities to negotiate

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#### Required Textbook: Negotiation Genius, by Malhotra and Bazerman

Order the <u>textbook</u> \( \varphi \) from the CMU bookstore or purchase the <u>Kindle</u> version.

The text required for this course is Malhotra and Bazerman, <u>Negotiation Genius</u>. Additional readings will be posted to Canvas. Negotiation cases will be made available during the course of the mini. A course fee of approximately \$20 will be charged to your student account to pay for the negotiation cases.

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#### 1. Negotiation Exercises

In this course, you will participate in negotiation exercises. These exercises will allow students to develop negotiation skills experientially. All negotiations will take place in pairs over Zoom with the exception of the last negotiation, which is a six party negotiation exercise. Individual preparation outside of the negotiation is required and essential. Instructions and role assignments will published on Canvas prior to the class period in which the negotiation is to be discussed. It is crucial for your learning that you spend adequate time preparing for the negotiations. Since we match students for the exercises, please do not accept a role assignment unless you definitively plan to participate in the negotiation exercise. If you are unable to participate in a negotiation exercise, please e-mail us as soon as possible so we can reassign the other impacted student(s).

In the exercises, you will receive confidential instructions and sometimes receive general (non-confidential) instructions. Never show the confidential instructions to others. Do not meet with others in preparing for the negotiation exercises.

#### 2. Class Participation

Participation in the negotiation exercises and in class discussion is important to the success of this course. Not only will your classmates benefit from your perspective and experiences in the negotiations, but you learn to formalize your point of view more persuasively, which is an important skill for the

If you participate in 4 or 5 of the negotiation exercises you will receive the full 15 points to contribute to your final grade. If you participate in 3 exercises you will receive 10 points. If you participate in less than 3 exercises you will fail the course.

Attendance and active participation will be recorded and noted for classes 6, 8, 10 and 12.

Copies of incomplete lecture slides will be available on Canyas before lectures for you to download, and take notes. With only planned exceptions, the complete lecture slides will not be posted after class, this in order to incent you to take notes during lecture. You may also review lecture notes taken by class mates, and of course come to office hours for discussion.

#### 3. Preparation Plans

You are required to submit two preparation plans (see course calendar for due dates). Plans should be concise and succinct, and thus no longer than 3 single-spaced pages, 12pt font, 1" margins: one of several required criteria for full credit. Points will be deducted for plans that exceed the page length. All plans must be submitted in pdf format to Canvas by the start of class the day it is due. Late plans will not be accepted. Please do not e-mail the plans: Canvas is the repository of record. The grading will focus on your ability to be clear and succinct about the salient features of the negotiation environment and their implications for the tactics and strategies you choose to employ.

Your plans should contain three sections:

- Features of the Negotiation Environment: Be complete and refer to the relevant pages of bullet points from the Introduction lecture notes. This section should specify your goals for the negotiation. This section should be in bullet points.
- Negotiation Parameters: Describe your BATNA, RV, Target, opening offer, interests, priorities over the issues (if applicable) for your role as well as your best guess about the parameters for the other side. This section should also be in bullet points.
- Negotiation approach and strategies: Discuss the negotiation approach and strategies that you will use (e.g. are you going to open the negotiation? What kinds of negotiation tactics will you be using?). Discuss how these will help you obtain your goals. Discuss the implications the features of the environment have for your strategy. In this part of the plan, please detail how information from the readings guided you in preparing your strategy.

This format is one of several required criteria for full credit. See the Grading Guide 👲 located in the modules section on Canvas.

#### 4. Analysis of Negotiation in the News

Analyze a negotiation that is currently taking place and being reported in the news. The first section of the paper should be a complete analysis (in bullet points) of the features of the negotiation environment (see Introduction lecture notes from the first day of class). The second section should describe all parties' negotiation parameters (BATNAs, RVs, Targets, and underlying interests). The third section should discuss the types of strategies that each side is using, how the parties might negotiate more effectively, how you expect the negotiation to be resolved, and any other type of analysis you deem relevant. Assignment should be no longer than 4 single-spaced pages, 12pt font, 1" margins: one of several required criteria for full credit. Your paper should include references. A 5th page may be included that contains references only. Points will be deducted for papers that exceed the page length. The analysis is due uploaded to Canvas on the date specified in the course calendar.

This format is one of several required criteria for full credit. See the Grading Guide located in the modules section on Canvas.

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# D. Course Calendar

Date		Cla	ss number & Topic	Class Day Activities	Assignments (on class days, due at beginning of class)	
Tue	Aug 31	1	Introduction	Introductory lecture	Review syllabus on Canvas     Download lecture notes for today's class (Introduction)	
Thu	Sep 2	2	Internal and external negotiations	View film, "Final Offer"     Assignment: Case for "Parker-Gibson"	Read Malhotra and Bazerman, Introduction	
Tue	Sep 7	NO CLASS				
Thu	Sep 9	3	Distributive Bargaining	Discuss "Final Offer"     Lecture on distributive bargaining	Download lecture notes for today's class (Final Offer, Distributive Bargaining) Read Raiffa (Elmtree House), pgs. 35-43; Read Malhotra and Bazerman, Chapter 1	
Tue	Sep 14	4	Distributive Bargaining	Negotiate "Parker-Gibson" (bring paper copy to class) Hand-in "Parker-Gibson" negotiation agreement information in preparation for class discussion Discuss "Parker-Gibson" Assignment: Case for "Texoil"	Preparation plan for "Parker-Gibson" due start of class (uplo to Canvas)	
	Sep 14 - Sep 15				Read "Texoil" and be ready to negotiate  Negotiate "Texoil" – with your assigned partner over Zoom  Upload "Texoil" negotiation agreement information to Canv	
Thu	Sep 16	<u>5</u>	Integrative Negotiations	Discuss "Texoil"     Assignment: Case for "New Recruit"	Read Shell, pgs. 3-21 and appendix A	
Tue	Sep 21	<u>6</u>	Negotiation Impasses	Finish discussing "Texoil"     Lecture on Cuban Missile Crisis	Download "Cuba" lecture notes Read Fisher and Ury, pgs. 3-14; 40-55 Read through the entire timeline of the Cuban Missile crisis link available on Canvas, follow the arrows to read all the history.  Watch the four videos on the Cuban Missile Crisis: links to YouTube available through Canvas:  "Foreign Affairs Focus on Nuclear Lessons: The Cuban Missi Crisis with Graham Allison"  "JFK50 – His Finest Hour"  "Sergei Khrushchev on the Cuban Missile Crisis"  "JFK's Cuban Missile Crisis Speech"	
Thu	Sep 23	Z	Integrative Bargaining	Lecture on Integrative Negotiation     Negotiate "New Recruit"     Upload "New Recruit" agreement to Canvas	Read Malhotra and Bazerman, Chapters 2, 3, and 4 Preparation plan for New Recruit due start of class (upload Canvas) Download lecture notes for today's class (Integrative Bargaining)	
Tue	Sep 28	8	Integrative Bargaining	Discuss "New Recruit" Discuss "Stalling for Time" reading Assignment: Case for "DEC vs. Riverside"	Read Malhotra and Bazerman, Chapters 5 and 6     Stalling for Time reading (93 pages)	
Thu	Sep 30	9	Integrative Bargaining	Q&A – "DEC vs. Riverside" and more  Negotiate "DEC vs. Riverside"  Upload "DEC vs. Riverside"  negotiation agreement to Canvas	Read "DEC vs. Riverside" and be ready to negotiate	
Fri	Oct 1				<u>Topic &amp; references for Negotiation in the News Analysis</u> du by midnight (upload to Canvas)	
Tue	Oct 5	10	Integrative Bargaining	Discuss "DEC vs. Riverside"     Assignment: Case for "Harborco"		
Thu	Oct 7	11	Many Parties, Many Issues	Q&A - "Harborco" and more     Negotiate "Harborco"     Upload "Harborco" negotiation agreement to Canvas	Read Malhotra and Bazerman, Chapters 11, 12, 13, and 14     Read "Harborco" and be ready to negotiate	
Tue	Oct 12	12	Many Parties, Many Issues	Discuss "Harborco"		
Wed	Oct 13				Negotiation in the News Analysis due by midnight (upload to Canvas)	