

Negotiation

Academic Year: (2023 / 2024)

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Department assigned to the subject: Transversal matters

Coordinating teacher: TINEO ALVAREZ, ANGELES

Type: Compulsory ECTS Credits : 3.0

Year : 3 Semester :

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None

OBJECTIVES

- Identify different negotiation styles and to choose the best fitted to a given specific situation.
- Detect negotiation practices and strategies so they can put into practice them.
- Facing a negotiation process presenting proposals in an efficient way and being able to close a negotiation successfully and exposing correctly the agreements reached.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Introduction to negotiation: concept and definitions
2. Characteristics of the good negotiator.
3. Negotiation styles.
4. Types of negotiations.
5. The positions when negotiating (types of agreements, MAP, concessions).
6. The Harvard method.
7. Preparation of the negotiation.
 - Gathering information.
 - Strategies and tactics.
 - Time, place and agenda of the meeting.
8. Development of the negotiation.
 - Communication and language.
 - Presentation of proposals.
 - Argumentation and objections.
 - Flexibility and creativity.
 - Concessions.
 - Blockages in the negotiation.
9. Closing the negotiation. Conclusion and agreement.
10. The negotiation in team.

LEARNING ACTIVITIES AND METHODOLOGY

- ¿ Presentation of negotiation personal experiences in a personal, work or academic environment.
- ¿ Conducting a questionnaire to self-assess personal characteristics related to the ability to negotiate.
- ¿ Simulation in pairs of negotiations that can occur in the professional field.
- ¿ Preparation in small groups of a negotiation based on a specific situation raised by the teacher.
- ¿ Simulation of the development of the negotiation previously prepared.
- ¿ Writing a document formalizing agreements reached.
- ¿ Video clips for reflection and analysis of models.
- ¿ Exposition of different topics related to the program content.

ASSESSMENT SYSTEM

% end-of-term-examination/test:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

Final exam in the official exam session: 0 points.

Continuous assessment: 10 points of the overall grade.

- Attendance at 85% of the classes is compulsory in order to pass the course (i.e. 12 of the 14 classes).
- Active participation in the classes.
- Completion of exercises and practical activities in class and through Aula Global.
- Two written assessment tests: one in the 7th class, a short development test that will deal with the contents worked on in the previous classes; another in the 14th class: a development test on the whole of the syllabus taught in which students must summarise the contents dealt with and draw conclusions on the practical applications of the same at a professional level. They must also write a conclusion and personal self-assessment on the level of development they consider they have reached in the skill to which the subject refers.
- There may be other assessment tests that will be indicated in the weekly planning.

Percentage weight of the Final Exam: 0

Percentage weight of the rest of the evaluation: 10

Please note that, in accordance with current regulations, each enrolment in cross-disciplinary subjects, as in this case, will involve a single call and, in those cases in which the continuous assessment process includes a test, this must be taken during the timetable and in the classroom reserved for classes, as these cross-disciplinary subjects do not have a date reserved in the official exam calendars.

BASIC BIBLIOGRAPHY

- Chris Voss Rompe la barrera del NO, Editorial Conecta , 2016

- Erica Ariel Fox MAS ALLA DEL SI: UN METODO PARA SUPERAR EL AUTOSABOTAJE Y NEGOCIAR CON EXITO, Editorial Conecta, 2014