

# Negotiation Skills

AMAE 4385

Thursday May 12- Thursday May 26 10am-12pm; 1-3 pm, Location: TBD

**Course Description:** Covers conflict theory and the negotiation skills artists and arts managers use to represent themselves, their work, and their institutions. Topics include assessing individual conflict styles, using the strengths of an individual style to make an effective negotiation plan, and preparing and practicing negotiations in order to be more comfortable navigating interactions in life and business.

**Instructor:** Kelly Kocinski Trager, Esq. business and arts and entertainment attorney, certified mediator, and instructor of Negotiations at Pratt Institute in New York and as part of the *Learn How To...* series at SMU.

## **Materials:**

Fisher, Roger. *Getting to Yes: Negotiating Agreement Without Giving In*.

Shell, G. Richard. *Bargaining for Advantage: Negotiation Strategies for Reasonable People*, 2<sup>nd</sup> edition.

Negotiation materials handed out in class or shared on Blackboard.

## **Learning Outcomes:**

- Identify different conflict styles
- Know personal approach to conflict and how to use the strengths of that style to effectively negotiate
- Identify outside factors that impact a negotiation
- Write a negotiation outline and determine potential outcomes of that plan
- Execute negotiations confidently

Thursday, May 12- Introduction to Negotiation, Negotiation types

Friday, May 13- Conflict Theory

Monday, May 16- Individual Conflict Style Test and Analysis of Conflict Style

Tuesday, May 17- Factors in Negotiation Outcomes- gender, culture, socio-economic status

Wednesday, May 18- Negotiation Prep and Simulation Number One

Thursday, May 19- “But, I was listening!” Interpretation of the Said/ Unsaid

Friday, May 20- Interpretation con’t- Body Language- How to Read It, How to Use It

Monday, May 23- Negotiation Number 2

Tuesday, May 24- Analysis of Negotiation 2; preparation for Negotiation 3

Wednesday, May 25- Negotiation 3

Thursday, May 26- Wrap Up; Final Exam

**Grading:**

Participation: 50%

Written analyses: 25%

Exam 25%

Note: This class is heavily participatory. Please come prepared to contribute, move quickly into partner and small group work, dive into the topics and concepts of the day. There are multiple major negotiations that will require preparation, as well as smaller in-class exercises and group work. No computers will be allowed during the negotiation simulations and exercises but will be permitted for note taking during lectures and negotiation preparation.

This is an intensive with a capped enrollment ideal for the type of small group work on which we are focusing. Attendance is mandatory; absences will affect the whole class and the ability to put groups together. If you must miss a class or a portion of a class for any reason, please inform me in advance with as much notice as possible in order to allow us to reorganize for that session.

**University Policies**

**Disability Accommodations:** Students needing academic accommodations for a disability must first be registered with Disability Accommodations and Success Strategies (DASS) to verify the disability and establish eligibility for accommodations. Students may call 214-768-1470 or visit <http://www.smu.edu/alec/dass> to begin the process. Once registered, students should then schedule an appointment with the professor to make appropriate arrangements.

**Religious Observance:** Religiously observant students wishing to be absent on holidays that require missing class should notify the professor in writing at the beginning of the semester, and should discuss with her, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9).

**Excused Absences for University Extracurricular Activities:** Students participating in an officially sanctioned, scheduled University extracurricular activity will be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work (see University Undergraduate catalogue).