

Negotiation Skills

AMAE 4385

Thursday May 14- Friday May 29 1-5pm, Location: TBD

Course Description: Life is a series of negotiations, from big- the starting salary of that new job- to small- where a group is going out to dinner and who's driving. Most of us don't sweat the small stuff because our culture has shown us how to navigate these everyday interactions. Yet, when it comes to big negotiations in life and business, few people feel comfortable; even fewer come out of such a negotiation thinking "There's nothing I could have done better." Artists and arts managers alike need these tools in order to represent themselves, their work, and their institutions. In this course, students will learn about conflict theory, assess individual conflict styles and how to use the strengths of an individual style to make an effective negotiation plan, learn how to prepare, and of course, practice negotiating!

Instructor: Kelly Kocinski Trager, Esq. business and arts and entertainment attorney, certified mediator, and instructor of Negotiations at Pratt Institute in New York.

Materials:

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

Shell, G. Richard. *Bargaining for Advantage: Negotiation Strategies for Reasonable People*, 2nd 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 14- Introduction to Negotiation, Negotiation types

Friday, May 15- Conflict Theory

Monday, May 18- Individual Conflict Style Test and Analysis of Conflict Style

Tuesday, May 19- Factors in Negotiation Outcomes- gender, culture, socio-economic status

Wednesday, May 20- Negotiation Prep and Simulation Number One

Thursday, May 21- "But, I was listening!" Interpretation of the Said/ Unsaid

Friday, May 22- Interpretation con't- Body Language- How to Read It, How to Use It

Tuesday, May 26- Negotiation Number 2

Wednesday, May 27- Analysis of Negotiation 2; preparation for Negotiation 3

Thursday, May 28-Negotiation 3
Friday, May 29- 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).

