COURSE INFORMATION

We negotiate every day, although we might not recognize that we do. We negotiate with potential employers, coworkers, roommates, landlords, parents, bosses, merchants, service providers, spouses, and even our children. What price we want to pay, how much we want to be paid, who will do the dishes ... all of these are negotiations. Yet, although people negotiate all the time, most know very little about the strategy and psychology of effective negotiations. Why do we sometimes get our way whereas other times we walk away feeling frustrated by our inability to obtain the agreement we desire?

Negotiation is the art and science of securing agreements between two or more interdependent parties. Many people think that good negotiation skills are tantamount to being aggressive. We will bust this and many other myths during this course. This course is designed to be relevant to a broad spectrum of negotiation problems that are faced by the manager and the professional. It is also designed to complement the technical and diagnostic skills learned in other courses at NUS. A basic premise of this course is that while a manager needs analytical skills to develop optimal solutions to problems, a broad array of negotiation skills is needed for these solutions to be accepted and implemented. Successful completion of this course will enable you to recognize, understand, analyze, and effectively use essential concepts in negotiations.

COURSE OBJECTIVES

The course will highlight the components of an effective negotiation and teach students to analyze their own behavior in negotiations. The course will be largely experiential, providing students with the opportunity to develop their skills by participating in negotiations and integrating their experiences with the principles presented in the assigned readings and course discussions.

This course is designed to foster learning through doing, and to explore your own talents, skills, and shortcomings as a negotiator. The negotiation exercises will provide you with an opportunity to attempt strategies and tactics in a low-risk environment, to learn about yourself and how you respond in specific negotiation situations. If you discover a tendency that you think needs correction, this is the place to try something new. The course is sequenced so that cumulative knowledge can be applied and practiced.
As a result of this course, I hope you will:

- Experience the negotiation process, learning how to evaluate the costs and benefits of alternative actions.
- Improve your ability to analyze a negotiation situation and learn how to develop a strategic plan to improve your ability to negotiate effectively.
- Develop confidence in the negotiation process as an effective means for resolving conflict in organizations.
- Understand more about the nature of negotiations and gain a broad intellectual understanding of the central concepts in negotiation.
- Improve your analytical abilities and your capacity to understand and predict the behavior of individuals, groups, and organizations in competitive situations.
- Develop a toolkit of useful and practical negotiation skills, strategies, and approaches.

**COURSE FORMAT**

There will be a negotiation exercise in almost every class. Classes will also include lectures and class discussions. Although the class officially meets at scheduled course times, students will be expected to meet with other students outside of class to prepare for certain negotiation exercises. Students should also be prepared to stay a few minutes after class to arrange meetings with other members of the class. All readings for the course will need to done after the class rather than before.

**COURSE MATERIALS**

All other materials will be in a course packet we shall handout in the first class.

Handouts: Negotiation exercise materials will be handed out in class.

**COURSE REQUIREMENTS AND GRADING**

I hope that your focus in this class will be on learning rather than on the grade you will receive. If you learn a lot, you can pretty much count on your grade coming along as well. That said, your grade will be made up of:

1. Attendance and participation in class discussions 20%
2. Journal 1 (Recording your learning) 15%
3. Inter-group negotiation exercise 40%
4. Journal 2 (Recording your learning) 25%
References


