

Syllabus  
HC 101 Foundations of Negotiations: Realizing Opportunity

Negotiation is the art and science of securing agreements between two or more interdependent parties. The purpose of this course is to understand the theory and processes of negotiation. The course will highlight the components of an effective negotiation and teach you to analyze your own behavior in negotiations. The course will provide you with an opportunity to examine your skills by participating in presentations, discussions, and assigned readings.

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H-3-D Can employ the skills of negotiation, mediation, or interpersonal communication in the resolution of a problem.

1. Identifies the components of a specific interpersonal relationship and describes the problem that exists within that relationship.
2. Applies principals of mediation, negotiation, or interpersonal communication to resolve the problem.
3. Evaluates the effectiveness of the intervention and the theoretical model underlying it.

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FX Can employ problem solving skills to discover issues that can divide organizations and to apply strategies to remediate the divide that will result in a productive environment.

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Access and print out the following articles and bring to class:

[www.pon.harvard.edu/hnp/theory/tools/interests.shtml](http://www.pon.harvard.edu/hnp/theory/tools/interests.shtml)

[www.pon.harvard.edu/hnp/theory/tools/options.shtml](http://www.pon.harvard.edu/hnp/theory/tools/options.shtml)

[www.pon.harvard.edu/hnp/theory/tools/legitimacy.shtml](http://www.pon.harvard.edu/hnp/theory/tools/legitimacy.shtml)

[www.pon.harvard.edu/hnp/theory/tools/communication.shtml](http://www.pon.harvard.edu/hnp/theory/tools/communication.shtml)

[www.pon.harvard.edu/hnp/theory/tools/relationship.shtml](http://www.pon.harvard.edu/hnp/theory/tools/relationship.shtml)

Text: Getting to Yes: Negotiating Agreement Without Giving In. 2<sup>nd</sup> Edition. Roger Fisher and William Ury. Penguin Book 1991.

## Day 1

### Lesson 1

#### Trust and communication

Traditional Negotiations

Soft and Hard

Solution

Barriers to the process

Left/right handed column

Ladder of inference

### Lesson 2

#### Seven elements of negotiation

- 1) Alternatives
- 2) Interests
- 3) Options
- 4) Legitimacy
- 5) Commitment
- 6) Communication
- 7) Relationship

#### Group book dissection time

- 1) Separate the People from the problem
- 2) Focus on Interests, not positions
- 3) Invent options for mutual gain
- 4) Insist on using objective criteria
- 5) BANTA
- 6) What if they won't play

## Day 2

#### Group book feedback

#### Tools to assist in negotiation