

Instructions for Negotiation Exercises

For this component of the course, you will have the opportunity to engage in two simulated negotiation exercises in class. The first exercise (in **Week 9**) is for practice; for the second exercise (in **Week 10**), you will have to write an analysis paper, which will account for 10% of your final grade.

Negotiation Role-play

You will be given a negotiation case brief and a role to play. Both the practice and graded exercises will follow this sequence of activities:

1. **Pre-negotiation** (30 min)
Read the confidential instructions for your role and prepare for the negotiation. You may find it helpful to use the Preparation Tables for your planning.
 - a. For the practice exercise, you will get to plan together with a friend or two.
 - b. For the assessment, planning will be done individually.
2. **Negotiation** (20 min)
Meet your counter-party to negotiate. Apply your planned strategies in the negotiation to achieve a mutually acceptable outcome, if possible. It is okay not to reach agreement.
3. **Post-negotiation** (60 min)
Reflect on the negotiation process. Analyse how you were able to apply the strategies of Principled Negotiation and, in particular, how your planning impacted the negotiation process and outcome (e.g., *What in your plan contributed most to the outcome you achieved? What did not help, and why?*)
 - a. In Week 9, your tutor will debrief the case in class.
 - b. In Week 10, you will be required to write an analysis paper (see notes below).

Negotiation Analysis Paper (10%)

Your Negotiation Analysis Paper should make reference to the negotiation role-play and **demonstrate your understanding of the principles of Principled Negotiation in your planning, and the impact of this planning on the negotiation process and outcome.**

You will be assessed on the quality of your analysis, not on the negotiation outcome. The criteria for assessment are detailed in the *Rubrics for Negotiation Analysis Paper*. There is no word limit for this paper.

This is an open-book assessment. You are allowed to bring in the following resources:

- Negotiation textbook and other assigned readings
- Materials that have been uploaded to the Main Course or Seminar Group Sites
- Seven Elements Preparation Tables
- Rubrics for Negotiation Analysis Paper

You should bring your own writing material. No laptops, electronic devices or soft-copy materials will be allowed. Your tutors may check your materials during the writing of the paper.

Rubrics for Negotiation Analysis Paper

Performance Traits	High (5–6)	Mid (3–4)	Low (1–2)
Identifies and clarifies underlying interests (15%)			
Assesses alternatives and BATNA (15%)			
Generates options (15%)			
Identifies fair standards and objective criteria (15%)			
Analyses impact of planning on negotiation process (25%)			
Shows mastery of language and organisation (15%)			