Instructions for In-class 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 is for practice; for the second exercise, you will have to write an analysis paper, which will account for 10% of your final grade.

# Simulated Negotiation Exercises

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)

Prepare for the simulated negotiation. Before the simulated negotiation, read the case brief carefully and plan your strategies for achieving your desired negotiation outcome. You may find it helpful to use the Preparation Tables.

1. **Negotiation** (20 min)

Meet your counter-party to negotiate. Apply your planned strategies in the negotiation to achieve a mutually acceptable outcome, if possible.

1. **Post-negotiation** (60 min)

Reflect on the negotiation process. Analyse the impact of planning and strategising on the outcome. What in your plan contributed most to the outcome you achieved? And is there anything you would do differently in future negotiations?

# Writing the Negotiation Analysis Paper (10%)

For your second role-play, you will be required to write an analysis paper thereafter. Your paper should 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* below.

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| **Performance Traits** | **Low**  (1–2) | **Mid**  (3–4) | **High**  (5–6) |
| 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 and outcome(25%) |  | | |
| Shows mastery of **language and organisation** (15%) |  | | |

This is an “open-book” assessment. You are allowed to bring your textbook, readings and notes, but no laptops or electronic devices will be allowed. Your tutors may check your notes/materials during the writing of the Negotiation Analysis Paper.