



UNSW Course Outline

MGMT3721 Negotiation Skills - 2024

Published on the 12 May 2024

General Course Information

Course Code : MGMT3721

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : School of Management and Governance

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

Negotiation Skills aims to empower students with comprehensive knowledge and practical skills necessary to effectively negotiate within personal and professional contexts, emphasising the development of critical thinking, persuasive communication, and collaborative problem-solving

capabilities. Students will learn how to identify interests, build rapport, create value, assess power dynamics, manage conflict, and cultivate productive interpersonal relationships to achieve mutually beneficial outcomes. The course includes various activities, such as role plays, where students will gain hands-on experience to practice and refine their approach to negotiations in a supportive learning environment. By the end of the course, students will have developed a comprehensive negotiation toolkit tailored to their individual strengths that can be applied across diverse professional contexts with confidence and professionalism.

Join us in this transformative journey to enhance your negotiation prowess, unlock new opportunities, and positively impact your personal and professional life.

Course Aims

Enhance your negotiation skills for personal and professional contexts. Learn critical thinking, persuasive communication, and problem-solving. Gain hands-on experience through role plays and activities. Develop a comprehensive negotiation toolkit for diverse situations. Join us for transformative growth.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Implement the fundamental principles and strategies of effective negotiations to manage conflict and navigate complex scenarios with confidence.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL07 : Leadership Development
CLO2 : Evaluate interests, power dynamics, and psychological factors to create value and formulate unique and innovative solutions for effective negotiations.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL02 : Problem Solving
CLO3 : Operate collaboratively with peers using interpersonal skills and negotiation strategies in a professional context.	<ul style="list-style-type: none"> • PL03 : Business Communication • PL04 : Teamwork
CLO4 : Justify the importance of maintaining responsible negotiation practices while achieving desired outcomes to demonstrate ethical awareness and integrity in negotiation.	<ul style="list-style-type: none"> • PL01 : Business Knowledge • PL05 : Responsible Business Practice

Course Learning Outcomes	Assessment Item
CLO1 : Implement the fundamental principles and strategies of effective negotiations to manage conflict and navigate complex scenarios with confidence.	<ul style="list-style-type: none"> • Reflective Learning Journal • Team Negotiation Plan
CLO2 : Evaluate interests, power dynamics, and psychological factors to create value and formulate unique and innovative solutions for effective negotiations.	<ul style="list-style-type: none"> • Final Reflection • Reflective Learning Journal • Team Negotiation Plan
CLO3 : Operate collaboratively with peers using interpersonal skills and negotiation strategies in a professional context.	<ul style="list-style-type: none"> • Reflective Learning Journal • Team Negotiation Plan
CLO4 : Justify the importance of maintaining responsible negotiation practices while achieving desired outcomes to demonstrate ethical awareness and integrity in negotiation.	<ul style="list-style-type: none"> • Final Reflection • Reflective Learning Journal

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

In MGMT3721, we take an active, adult-learning approach that stresses interactive teaching and

learning. We foster this approach through various strategies, including our intensive use of negotiation simulations (or role-play negotiation simulation exercises) in the tutorials. Our lectures are interactive, and we look for active student contributions through discussion and questioning that reflect reading and experience in relation to research-based theory.

We have heavily weighted the tutorials in favor of experiential learning that encourages you to explore and experiment with theoretical concepts in realistic scenarios. At the same time, the simulations encourage you to improve your planning, decision-making, and communication skills.

All this provides a mix of learning experiences and hands-on engagement. Our design of assessment tasks reinforces crucial knowledge and skills areas. Our course design encourages learning by doing and active reflection on your negotiation skill development.

The Role of Lectures: Where you learn about developing your negotiation skills

The lectures build from the relevant core readings to outline the course's main ideas, theories, and conceptual frameworks. Lectures include interactive learning processes and will synthesize materials from various sources, including your prior knowledge and experiences.

The Role of Tutorials: Where you learn to develop your negotiation skills

The weekly tutorials provide an interactive environment to enhance your learning and engagement in the course. Each week's tutorial involves a negotiation simulation where you will engage in various scenarios that build in complexity and call for different combinations of knowledge and skills.

Actively engaging in tutorials, will increase your confidence and competence as a negotiator. The more conscientiously you participate, the more you will enjoy and learn from the negotiation simulations. Participation provides you with opportunities to develop your self-awareness and repertoire of negotiation skills and practices. We strive to provide you with a safe and supportive environment for you to explore different ways of negotiating. Finally, the tutorials provide you with opportunities to improve more generic interpersonal skills through interacting with others, working together in diverse groups, forging learning networks, learning about other cultures, and learning to understand values and opinions different from your own.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Reflective Learning Journal Assessment Format: Individual Short Extension: Yes (2 days)	40%	Start Date: Week 1 Due Date: Week 4 (June 17th @ 4pm) & Week 11 (Aug 9th @ 4pm)	• PL07 : Leadership Development • PL02 : Problem Solving
Team Negotiation Plan Assessment Format: Group	30%	Start Date: Week 5 Due Date: Week 7 (July 12th @ 4pm)	• PL01 : Business Knowledge • PL02 : Problem Solving • PL03 : Business Communication • PL04 : Teamwork • PL05 : Responsible Business Practice
Final Reflection Assessment Format: Individual Short Extension: Yes (2 days)	30%	Start Date: Week 9 Due Date: 09/08/2024 04:00 PM	• PL01 : Business Knowledge • PL02 : Problem Solving • PL03 : Business Communication • PL04 : Teamwork • PL05 : Responsible Business Practice • PL07 : Leadership Development

Assessment Details

Reflective Learning Journal

Assessment Overview

Self-reflective learning to help students understand course content and its application to business settings.

Assesses: PL01, PL02, PL03, PL04, PL05, PL07

BCom Students: myBCom Course points for PL07

Course Learning Outcomes

- CL01 : Implement the fundamental principles and strategies of effective negotiations to manage conflict and navigate complex scenarios with confidence.
- CL02 : Evaluate interests, power dynamics, and psychological factors to create value and formulate unique and innovative solutions for effective negotiations.

- CLO3 : Operate collaboratively with peers using interpersonal skills and negotiation strategies in a professional context.
- CLO4 : Justify the importance of maintaining responsible negotiation practices while achieving desired outcomes to demonstrate ethical awareness and integrity in negotiation.

Detailed Assessment Description

Actively engaging in this assessment is an investment into your employability, enabling you to stand out amongst your peers. The main goal is for you to complete this course, having developed and refined **your unique Negotiation Style** by reflectively analyzing your negotiation approach and developing personalized tools to improve your skill and capability.

By the end of the course, your journal should have a vast collection of negotiation tools tailored to best suit your individual negotiation style and strengths. These tools are **essential for your Final Reflection** as you will be required to collate them into a personalized Negotiation Toolbox complete with custom-made strategies and tactics that you can take with you beyond this course.

The completed journal (both parts) should naturally demonstrate progressive improvement across the term and contain varying negotiation tools tailored to your individual strengths and negotiation style. Use the lecture material (and/or other related/relevant, independently sourced academic or contemporary references) to enrich your negotiation tools and broaden your knowledge/understanding of these tools' practical application and use in both personal and professional contexts.

Assessment Length

500 words per weekly entry

Submission notes

Submit once in week 4 as a check point & the entire completed journal is due in week 11.

Assessment information

PLEASE NOTE:

1. **All assessments will be explained and discussed during the lectures.** Please review lecture recordings when you have questions.
2. **How to Complete the Negotiation Simulation Journal If You Are Absent:** You will still need to complete the journal entry if you are absent. However, you will not be able to complete the reflective analysis section of the journal. Instead, include a note briefly explaining your absence and provide any relevant information to assist with marking (e.g., special considerations approval, email screenshot of the conversation with your tutor about absence,

etc.).

3. **Short extensions of a maximum of 2 days are available for this assessment.** To be eligible for short extensions, you must follow the instructions provided by UNSW Special Consideration. All other requests for extensions to submit this assessment must be applied through UNSW's Special Consideration.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Team Negotiation Plan

Assessment Overview

Self-reflective learning to help students understand course content and its application to business settings.

Assesses: PLO1, PLO3, PLO4, PLO7

BCom Students: myBCom Course points for PLO4

Course Learning Outcomes

- CL01 : Implement the fundamental principles and strategies of effective negotiations to manage conflict and navigate complex scenarios with confidence.
- CL02 : Evaluate interests, power dynamics, and psychological factors to create value and formulate unique and innovative solutions for effective negotiations.
- CL03 : Operate collaboratively with peers using interpersonal skills and negotiation strategies in a professional context.

Detailed Assessment Description

Research has continuously shown that planning is essential to achieve successful negotiation outcomes. You and your team will develop one plan for the Newtown Negotiation simulation in weeks 7-10. This plan has 2 parts – (1) a **worksheet** outlining the negotiation situation and fundamentals and (2) an **explanation** of your team's appropriate, practical, and realistic planned approach to the negotiation.

Plans should demonstrate a comprehensive and concrete assessment of the negotiation situation (according to your role brief), an analysis of all parties involved (interests, goals, BATNAS, perceptions, emotions), and a well-developed explanation of the planned approach outlining how your team will navigate the three phases of the negotiation process (differentiation, exploration, and exchange) and why.

- **5 References:** You must include at least two academic peer-reviewed references & two contemporary references (i.e., Harvard Business Review, Forbes, McKinsey Quarterly, Inc., Entrepreneur, etc.). These sources must contribute to developing and constructing your plan as it demonstrates your awareness, understanding, and practical use of theory, concepts, and current trending practices.

Assessment Length

2000 words

Submission notes

Plan template available on Moodle. One submission per team, and all team members names and zIDs must be included on the first page. Plans must be submitted before class. You will not be permitted to participate in the tutorial negotiation simulation unless your plan has been submitted.

Assessment information

PLEASE NOTE:

1. **All assessments will be explained and discussed during the lectures.** Please review lecture recordings when you have questions about the team plan, especially the week 3 lecture.
2. **Plans must be submitted before the start of your tutorial in week 8.** Participation in the tutorial negotiation simulation will not be permitted unless the team plan has been submitted. However, we understand that things happen. Therefore, if you or your team face any issues, please contact your tutor for assistance as soon as possible. We are here to help you submit on time. We do not want you to miss the opportunity to implement your plan.
3. **Short extensions are not available for this assessment.** Requests for extensions for this assessment must be applied for through UNSW's special consideration unit (<https://www.student.unsw.edu.au/special-consideration>).

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Final Reflection

Assessment Overview

Reflection report to assess students' knowledge of course content and teamwork skills.

Assesses: PLO1, PLO5, PLO7

Course Learning Outcomes

- CLO2 : Evaluate interests, power dynamics, and psychological factors to create value and formulate unique and innovative solutions for effective negotiations.
- CLO4 : Justify the importance of maintaining responsible negotiation practices while achieving desired outcomes to demonstrate ethical awareness and integrity in negotiation.

Detailed Assessment Description

The final reflection should demonstrate a well-written, personal reflective analysis of the Newtown Negotiation, your individual negotiation skill development over the term, and a toolbox to help you continue to practice and develop your skills beyond this course. Like your journal, this is a reflective learning task where your responses should demonstrate insight and learning regarding your development or transformation of knowledge and understanding.

The final reflection has 3 parts:

1. **Newtown Team Negotiation Reflection:** Part 1 will include questions asking you to reflectively analyze your insights and learnings from the Newtown Team Negotiation in relation to specific course concepts.
2. **Personalized Negotiation Toolbox:** For part 2, you will be required to develop your own Negotiation Toolbox that you can take with you beyond this course to continue developing your negotiation skills. Your toolbox must include at least 5 custom-made tools directly linked to the corresponding lecture (see the assessment handbook on Moodle for more detailed instructions).
3. **Overall Course Reflection:** Part 3 will include two questions asking you to reflectively analyze your learning outcomes and discuss how your understanding of negotiations has changed or transformed since taking this course.

You should find the week 10 content very valuable in completing your final reflection. During the lecture, we will review the expectations, requirements, and each question in detail. Then, during the week 10 tutorial, we will debrief the entire Newtown negotiation for the first hour of class. The second hour is dedicated to working on completing your journal and final reflection in class.

Assessment Length

2,000 Words (excluding references and headings)

Submission notes

Submitted through Turnitin.

Assessment information

PLEASE NOTE:

1. **All assessments will be explained and discussed during the lectures.** Please review lecture recordings when you have questions.
2. **Short extensions of a maximum of 2 days are available for this assessment.** To be eligible for short extensions, you must follow the instructions provided by UNSW Special Consideration. All other requests for extensions to submit this assessment must be applied through UNSW's Special Consideration.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

General Assessment Information

WHEN YOU HAVE QUESTIONS ABOUT ASSESSMENTS: All assessments will be thoroughly explained during the lectures. Please review the lecture recordings for more detailed information.

LATE SUBMISSIONS will incur a penalty of 5% per day (including weekends) from the due date and time. An assessment will not be accepted after five days (120 hours) of the original deadline unless special consideration has been approved. Please see the Team Negotiations Plan assessment for further information regarding the late submission.

Grading Basis

Standard

Requirements to pass course

In order to pass this course students must:

- Achieve a composite mark of at least 50 out of 100
- Engage actively in course learning activities and attempt all assessment requirements
- Meet any additional requirements specified in the assessment details
- Meet the specified attendance requirements of the course

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Lecture	Negotiation Unpacked: Why It's Not Black and White
	Tutorial	Simulation: Pemberton's Dilemma
Week 2 : 3 June - 9 June	Lecture	The Bond Factor: Building Trust, Relationships, & Rapport in Negotiations
	Tutorial	Simulation: Used Car
Week 3 : 10 June - 16 June	Lecture	The Negotiator's Game Plan: Strategic Blueprint for Successful Negotiations • Planning and strategy using the 3 Phases of a Negotiation Framework
	Tutorial	Simulation: Pakistani Prunes
Week 4 : 17 June - 23 June	Lecture	Together at the Table: The Complexities of Multi-Party & Team Negotiations
	Tutorial	Simulation: Job Terms
	Assessment	Journal Checkpoint (Week 4 Submission) Due June 17th @ 4pm
Week 5 : 24 June - 30 June	Lecture	Power Play: Unraveling the Art of Influential Negotiations
	Tutorial	Simulation: Tamarack/ Twin Lakes Mining
Week 7 : 8 July - 14 July	Lecture	Delegated Deals: Navigating Principal & Agent Negotiations
	Tutorial	Simulation: Newtown School Dispute 1 (Internal Team Negotiation)
	Assessment	Team Plan Due July 12th @ 4pm (One submission per team) • *Please Note: Plans must be submitted to participate in the Week 8 tutorial negotiation simulation
Week 8 : 15 July - 21 July	Lecture	The Human Factor: Decoding Personality & Individual Differences in Negotiations
	Tutorial	Simulation: Newtown School Dispute 2 (Negotiation Round 1)
Week 9 : 22 July - 28 July	Lecture	Feel the Deal: Perceptions & Emotions in Negotiations • The Caveman Brain Model
	Tutorial	Simulation: Newtown School Dispute 3 (Negotiation Round 2)
Week 10 : 29 July - 4 August	Lecture	From Novice to Negotiator: Your Vision for Future Negotiation Success & Mastery
	Tutorial	Newtown Debrief
	Assessment	Final Reflection & Reflection Journal (all entries, W1-10) Due Aug 9th @ 4pm

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Resources

Prescribed Resources

All readings and course resources will be made available on Moodle.

Recommended Resources

While this course no longer uses a textbook, the list of books below includes valuable resources to help further your learning and development (all of which can be found in the library and some have multiple copies).

- Fells, R. and Sheer N. (2016), Effective Negotiation: From research to results, 3rd edn, Cambridge University Press, Melbourne. (The first two editions are just as good)

- Lewicki, Roy J., Barry, Bruce, and Saunders, David M. (2019) Negotiation, 8th edn, McGraw-Hill/Irwin, New York
- Sheldon, P. (compiler - not author!) (2018) MGMT 3721 Negotiation Skills for UNSW 2nd edition, McGraw-Hill.

Course Evaluation and Development

Students' feedback is regularly sought, and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the MyExperience survey, which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable as it assists us with meeting the needs of our students and providing an enriching learning experience. The results of all surveys are carefully considered and will lead to action towards enhancing educational quality.

We also seek weekly feedback from students to gain insight into their learning and engagement throughout the course. We use these insights to modify our approaches, such as emphasizing a particular point in lectures, modifying how we run tutorials, or the focus of the negotiation simulation debriefs.

Last year, students requested more one-on-one engagement during tutorials. Thus, we have made changes accordingly. This term, students will be given the option to gain tailored feedback after the weekly negotiation simulations providing insightful individualized feedback. We have also updated course assessments in accordance with student feedback.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Kelsey Burton		Business School Level 5, Room 551		By Appointment	No	Yes
Tutor	Elaya Yang		Business School Level 5		By appointment	No	No
	George Roditis				By appointment	No	No

Other Useful Information

Academic Information

COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and

the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support](#) page.

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support](#) page. For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Submission of Assessment Tasks

SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.
5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise

them you are unwell and submit screenshots of your conversation along with your medical certificate and application.

7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the ‘wrong’ assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Faculty-specific Information

PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-

specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

QUALITY ASSURANCE

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.