

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

BUSM 3220: Negotiating Skills

Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 3 h + Seminar 1 h + Lab 0 h

Credits: 3

Transfer credit: For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

This course introduces students to a variety of negotiation processes and techniques used to achieve multiple business objectives. Students will apply their negotiation skills in various business circumstances, e.g., labour negotiations, sales negotiations, negotiating across cultures, through continuous in-class skills development exercises. Upon successful completion of the course, students will be able to negotiate and appraise situations that call for bargaining; comprehend the process and the various bargaining techniques; assess alternatives; and formulate negotiation plans. Students will demonstrate their ability to use negotiation techniques to carry out successful negotiation.

Prerequisite(s): Completion of 54 credits including 6 credits of university-transferable English or Communications with a minimum "C" grade.

Learning Outcomes:

Upon successful completion of this course, students will be able to:

- recognize and appraise situations that call for negotiation
- describe the process of negotiating
- differentiate between distributive and integrative situations
- develop pre-negotiation plans and establish benchmark
- identify and react to common negotiation strategies and tactics
- apply bargaining principles to achieve successful negotiations.

Instructor(s): TBA

Office: TBA **Phone:** 604 323 XXXX **Email:** TBA

Office Hours: TBA

Textbook and Course Materials:

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

Lewicki, Roy and Kevin Tasa. "Essentials of Negotiation", 3rd edition. McGraw Hill. 2017.

Note: This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessments and Weighting:

Final Exam %

Other Assessments %

(An example of other assessments might be:) %

Midterm exam: 25%

Assignments: 25%

Project: 50%

Number of assignments: Case studies and simulations (5)

Participation format: Class participation and role playing

Number and variety of writing assignments: team simulations

Proportion of individual and group work:

Individual: 25%

Group: 75%

Grading System: Letter grade

Specific grading schemes will be detailed in each course section outline.

No final exam

This generic outline is for planning purposes only.

Topics Covered:

[Topics covered may vary by instructor. An example of topics covered might be:]

- Introduction to the course. Business negotiation. What is it? Why negotiating is a global business skill. Introduction to business negotiation. Negotiations scenarios e.g. selling, labour negotiations, and cross cultural situations.
- What is a good negotiation? - factors that impact on negotiation, good negotiation outcomes. Introduction to negotiation theory. Personal negotiating styles. Types of Formal negotiation. Distinguishing negotiation from bargaining.
- Issues in negotiation: communication model, questioning and listening skills, assertiveness skills. Negotiating with difficult people. Dealing with obstacles and opposition tactics. Conflict resolution skills.
- Dilemmas & essentials in negotiating. Distributive bargaining. Power & persuasion. Integrative Negotiation. Getting to Yes. Psychological barriers, perception & cognitive bias.
- In class team preparation. How to form an efficient negotiating team.
- Negotiation skills project/simulation preparation.
- Interest based bargaining. Dealing with intractable negotiations.
- Cross-Cultural Communication and negotiating across Cultures. Verbal and Non-verbal Communications. Identifying the personality types of other negotiators. Understanding time, power and knowledge in negotiation.
- Negotiating with Americans. Negotiating with Asians (China, Indonesia, Malaysia, Philippines, South Korea, and Vietnam).
- Negotiating with Asians (cont'd) Australia, Japan, India, Singapore)
- Negotiating with Europeans (Great Britain, France, Germany, Russia).
- Negotiating with the Middle East (Saudi Arabia, The UAE, Egypt, Israel)
- Negotiating with Africans (South Africa, Saharan Africa, sub Saharan Africa)
- Final team simulations exercises.
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As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

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