



College/Institute/Centre Arab Academy for Science,  
, Technology & Maritime Transport

Department of Business Administration Dept.  
Faculty of Management & Technology

## SESSION PLAN

**\*Lecture / Tutorial / Laboratory / Workshop**

COURSE PARTICULARS	
#: EX413	Title : Negotiation Skills

SESSION PARTICULARS		
<b># 1</b>	<b>Negotiation is the art of science of creating agreements between two or more parties</b>	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
1	<p>Ground rules in class Attendances, Participations, and Assignments. Respect other view, belief, attitude, outlook, opinion, regulations and time MUST. If you miss an in-class case or study, reading, task, obligation, assignment, you should follow up what you missed with others or students or will receive a score of 0, unless you have been given permission (at least one week in advance) or have a compelling (and well-documented) reason why this was unavoidable, necessary , obvious, unexpected, surprising and unforeseen. Review the course and review the outline of the course</p> <p>Negotiation is the art of science of creating agreements between two or more parties.</p> <p>.....</p> <p><b>What is negotiation?</b> Let us begin with a definition of negotiation. Not a dictionary definition because this comes from the practice of negotiation, not the theory</p>

**Prepared by :**  
 Designation  
 Name **Dr. MOHAMED ABDALLA BADR**  
 Sign  
 Date **october 2007**

**Approved by :**  
 Designation  
 Name  
 Sign  
 Date



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SESSION PARTICULARS		
<b># 2</b>	<b>The Problem, DO NOT BARGAIN OVER POSITIONS</b>	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
<b>2</b>	<p>In this course, we will discuss and apply theories developed as guides to improving negotiations</p> <p>.....</p> <p>Negotiation skills help you to resolve situations where what you want conflicts with someone else's interests. As we discussed with in the assertiveness skills section, there are wrong ways of handling these situations: With an aggressive approach, you could seek to overpower the other person to give what you want. This is clearly damaging to subsequent teamwork. With a passive approach, you could simply give in to the other person's wishes. This is clearly not good for you.</p> <p><b>Arguing over position endangers an ongoing relationship.</b></p> <p>Continuing to next session # 3</p>

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

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**Approved by :**

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Sign

Date



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#: EX413	Title : Negotiation Skills

SESSION PARTICULARS		
# 3	<b>The Problem, DO NOT BARGAIN OVER POSITIONS</b>	Hrs:2 hours ( 4 to 6 monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
3	<p>Continuing from last session # 2: In this course, we will discuss and apply theories developed as guides to improving negotiations</p> <p>.....</p> <p>Negotiation skills help you to resolve situations where what you want conflicts with someone else's interests. As we discussed with in the assertiveness skills section, there are wrong ways of handling these situations: With an aggressive approach, you could seek to overpower the other person to give what you want. This is clearly damaging to subsequent teamwork. With a passive approach, you could simply give in to the other person's wishes. This is clearly not good for you.</p> <p><b>Arguing over position endangers an ongoing relationship.</b></p> <p>WIN – WIN WIN – LOSE LOSE - LOSE</p>

**Prepared by :**

Designation

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**Approved by :**

Designation

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SESSION PARTICULARS		
<b># 4</b>	<b>Developing and sharpen negotiating skills.</b>	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
<b>4</b>	<p>We will also develop and sharpen negotiating skills by participating in realistic negotiating simulations</p> <p>.....</p> <p>The negotiation itself is a careful exploration of your position and the other person's position, with the goal of finding a mutually acceptable compromise that gives you both as much of what you want as possible.</p> <p>Note that the other person may quite often have very different goals from the ones you expect! In an ideal situation, you will find that the other person wants what you are prepared to give, and that you are prepared to give what the other person wants.</p> <p>The METHOD: Separate the people from the problem</p> <p>Focus on interests not on positions</p> <p>Discover alternative for common increase</p> <p>Insist on using objective criteria</p> <hr style="border: 0.5px solid black;"/>

**Prepared by :**

Designation

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Sign

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**Approved by :**

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SESSION PARTICULARS		
# 5	The actions and tactics in negotiation.	Hrs:2 hours ( 4 to 6 Monday )

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
5	<p>There will be a number of cases presented, in which you will make actual choices about actions and tactics within the negotiation – choices with actual consequences.</p> <p>.....</p> <p>There are different styles of negotiation, depending on circumstances. Where you do not expect to deal with people ever again, and you do not need their goodwill, it may be appropriate to play hardball. Here you may seek to win a negotiation, while the other person losing out. Many people go through this when they buy or sell a house, which is why house buying can be such a confrontational and unpleasant experience.</p>

Prepared by :

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

Date **October 2007**

Approved by :

Designation

Name

Sign

Date

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**SESSION PLAN****\*Lecture / Tutorial / Laboratory / Workshop**

COURSE PARTICULARS	
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SESSION PARTICULARS		
# 6	Planning for successful negotiation.	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
6	<p>The lectures will present relatively non-formal bargaining theory and guidelines, but will mainly be devoted to running, discussing, and debriefing the various role simulations.</p> <p>.....</p> <p>Planning for negotiation and Five steps in negotiation: <u>(1- Plan, 2- Share your objective, 3- disagreement or conflict, 4- change 5- agreement).</u></p>

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

Date **October 2007****Approved by :**

Designation

Name

Sign

Date

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COURSE PARTICULARS	
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# 7	Mid team exam.	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
7	Mid - term exam

Prepared by :

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

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Approved by :

Designation

Name

Sign

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COURSE PARTICULARS	
#: EX413	Title : Negotiation Skills

SESSION PARTICULARS		
<b># 8</b>	<b>Cases on BATNA (1)</b>	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
<b>8</b>	<p>Negotiation Case Study,</p> <p>Students are expected to attend all classes; in particular, it is critical that student participate in the cases. In this class, participation is key for the learning process. In-class exercises will not work if the key parties (students) are not present.</p> <p>Continuing to next session # 9</p>

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

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**Approved by :**

Designation

Name

Sign

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COURSE PARTICULARS	
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SESSION PARTICULARS		
<b># 9</b>	<b>Cases on BATNA (2)</b>	Hrs:2 hours ( 4 to 6 Monday )

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
<b>9</b>	<p>Negotiation Case Study,</p> <p>Students are expected to attend all classes; in particular, it is critical that student participate in the cases. In this class, participation is key for the learning process. In-class exercises will not work if the key parties (students) are not present.</p> <p>Continuing to next session # 10</p>

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

Date **October 2007**

**Approved by :**

Designation

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SESSION PARTICULARS		
<b># 10</b>	Cases on BATNA (3).	Hrs:2 hours ( 4 to 6 Monday )

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
<b>10</b>	Continuing from the last session # 10  Negotiation Case Study, Students are expected to attend all classes; in particular, it is critical that student participate in the cases. In this class, participation is key for the learning process. In-class exercises will not work if the key parties (students) are not present.

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

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**Approved by :**

Designation

Name

Sign

Date

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COURSE PARTICULARS	
#: EX413	Title : Negotiation Skills

SESSION PARTICULARS		
<b>#11</b>	<b>Cases of the contract and non-trial situations.</b>	Hrs:2 hours ( 4 to 6 Monday)

LEARNING OUTCOMES / ABILITIES GAINED*	
#	Outcome Description
<b>11</b>	<p>The students will see how other people behave and what tactics they choose in various situations in each case and the students are expected to participate in the cases.</p> <p>The four elements of Contract are:  <b>AGREEMENT, PARTIES, LEGAL PURPOSE &amp; CONSIDERATION</b></p> <p>.....</p> <p>Here are the typical non-trial situations in which you may find yourself in Hearings, Arbitration, Mediation and Negotiation.</p> <hr style="border: 0.5px solid blue;"/>

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Title : Negotiation Skills

## SESSION PARTICULARS

#12

12 Week Exam.

Hrs:2 hours ( 4 to 6 Monday )

## LEARNING OUTCOMES / ABILITIES GAINED\*

#	Outcome Description
12	12 Week Exam Quiz on the negotiation exercises & the out line of the course

### Prepared by :

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

Date **October 2007**

### Approved by :

Designation

Name

Sign

Date

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## SESSION PARTICULARS

# 13	Fairness and Negotiation and Power	Hrs:2 hours ( 4 to 6 Monday)
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## LEARNING OUTCOMES / ABILITIES GAINED\*

#	Outcome Description
13	Positional Bargaining ever make sense. Different standard of fairness What is fair, should I be? There is power in developing between the people negotiating. We will have feedback and will evaluate the effectiveness of differing tactics

### Prepared by :

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

Date **October 2007**

### Approved by :

Designation

Name

Sign

Date

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## SESSION PARTICULARS

**#14**

**Dealing with people and Practical Questions.**

Hrs:2 hours ( 4 to 6 Monday )

## LEARNING OUTCOMES / ABILITIES GAINED\*

#	Outcome Description
<b>14</b>	1-Working team 2-Team leader 3-Successful team ( skills , efforts & management ) You will see how other people behave and what tactics they choose in various situations.

### Prepared by :

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

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### Approved by :

Designation

Name

Sign

Date

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**#15**

**Review all the sessions**

Hrs:2 hours ( 4 to 6 Monday)

## LEARNING OUTCOMES / ABILITIES GAINED\*

#

Outcome Description

**15**

Review the course and review the outline of the course

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

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Designation

Name

Sign

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Title : Negotiation Skills

**SESSION PARTICULARS**

#16

Finial Exam

Hrs:2 hours ( 4 to 6 Monday)

**LEARNING OUTCOMES / ABILITIES GAINED\***

#	Outcome Description
16	Finial Exam -----

**Prepared by :**

Designation

Name **Dr. MOHAMED ABDALLA BADR**

Sign

Date **October 2007****Approved by :**

Designation

Name

Sign

Date