

**COURSE DATA****Data Subject**

Code	42748
Name	Workshop of negotiation
Cycle	Master's degree
ECTS Credits	3.0
Academic year	2018 - 2019

Study (s)

Degree	Center	Acad. year	Period
2126 - M.D. in Human Resources Management	Faculty of Social Sciences	2	First term

Subject-matter

Degree	Subject-matter	Character
2126 - M.D. in Human Resources Management	4 - Social skills	Obligatory

Coordination

Name	Department
LLOPIS GIMENEZ, TOMAS JOSE	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

Negotiation workshop. In this workshop we explore the concept of negotiation, and the differences between negotiating and other concepts. It also explores the different stages in the negotiation process. Based on the theories of negotiation, we develop a series of practices creating situations which allow the students to develop specific skills and techniques.

PREVIOUS KNOWLEDGE



Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

No previous knowledge established, as a prerequisite for this workshop.

Although it is positive that students are in their second year of master, and have previously studied the subjects of the first year.

OUTCOMES

2126 - M.D. in Human Resources Management

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Students should be able to self-organise, which means systematically planning and setting realistic time schedules for the different tasks in their personal agenda, prioritising their activities, attending to criteria of urgency and importance, using explicit tools and procedures to control the level of performance and optimising time.
- Students should be able to initiate, lead, promote and facilitate interactions, as well as to manage groups of people.
- Students should have the ability to communicate, influence and be effective in interpersonal relationships.
- Students should be able to prepare reports and make oral presentations related to human resources management.
- Students should have assertive communication and negotiation skills. This means being able to carry out negotiations related to the direction and management of human resources, and being able to carry out a mediation activity that facilitates an adequate management of human resources.
- Students should be prepared for lifelong learning and self-development. The individual develops the ability to incorporate new knowledge, skills and professional competences.
- Students should be able to establish mechanisms to guide and motivate workers.
- Students should understand group processes.



- Students should be able to adapt to change and be creative. In this sense, they should develop the ability to modify predictable and habitual behaviour in order to adapt to the demands of different situations without substantially modifying the final objectives of the work processes (incorporating new data from the environment).
- Students should be able to design and conduct interviews to support human resources management functions.
- Students should be able to prepare, organise and hold effective meetings for developing the human resources management function.
- Students should develop appropriate interpersonal and team relations.
- Students should be able to lead people and teams to achieve the objectives of human resources management. In this sense, they should develop a certain level of relational sensitivity and empathy.
- Students should understand and manage cultural and ethnic diversity in organisations.
- Students should develop a certain tolerance for uncertainty.
- Students should understand and be able to develop leadership processes in human resources management by promoting systems of participation in the organisation and developing an appropriate internal communication policy.

LEARNING OUTCOMES

The students will develop the social skills required in the negotiation process concerning the management of human resources in organizations. Consequently, students will improve their communication and leadership skills, motivation and conflict management, teamwork and negotiation abilities.

The results of the workshop are associated with the improvement of those skills related to the bargaining power of people with middle or senior positions in the company.

DESCRIPTION OF CONTENTS

1. Negotiation workshop

- 1) Negotiation Techniques: basic concepts.
Definition and characteristics.
Competitive vs. cooperative negotiation.
From positions to principles.
Power, Time and Information.
Trading Methods: Objectives, TPG, MAAN, roles, ...
The seven phases.
Strategies and Tactics.
- 2) Negotiation Situations.
- 3) Negotiating Personality: Cooperative vs. Competitive.
- 4) The ability of Active Listening.



- 5) Negotiation exercises.
- 6) Understand and manage motivation.
- 7) Expand perspectives.
- 8) Developing leadership: resources and influence.
- 9) Learn to develop strategies.
- 10) Role Playing: conflict in groups.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	18,00	100
Tutorials	6,00	100
Classroom practices	6,00	100
Development of group work	30,00	0
Development of individual work	15,00	0
TOTAL	75,00	

TEACHING METHODOLOGY

The structure of the workshop is practical.

After a brief theoretical introduction the different students will practice negotiating skills through simulation and role playing, using teamwork as a basic tool.

EVALUATION

The evaluation comprises:

A part of continuous evaluation, obtained by the attendance at meetings, as well as individual interventions (40%)

Another part evaluating the individual and group work done in the classroom (30%)

The final part of the assessment is the work that each student will develop, which includes the “self-evaluation” of the student (30%)

The continuous evaluation is non recoverable



REFERENCES

Basic

- Fisher, R., Ury, W.& Patton, B. (1996) Obtenga el SI, el arte de negociar sin ceder. Gestión 2000. Barcelona. (4ª edición).
- Kennedy G, Benson J., McMillan. (1990) Cómo negociar con éxito, Ed. Deusto. Bilbao.
- Munduate Jaca L. y Medina Díaz F.J. (coord.) (2005) Gestión del conflicto, negociación y mediación. Pirámide. Madrid.
- Van-der Hofstadt Román C.J. (2003) El libro de las habilidades de comunicación. Díaz de Santos
- Winkler, John (2004). Como negociar para mejorar resultados. Ediciones Deusto. Barcelona.