



**Course:** Negotiation Skills (MG 310)

**Resource Person:** Mr. Azhar Manzoor

**Areas of interest:** Public Policy Analysis and Governance, Local Government Public Service Delivery, Public Management

**Contact hours:**

**A: Thursday (8.00-10.45 am)**

**Email:** [azhar.manzoor@umt.edu.pk](mailto:azhar.manzoor@umt.edu.pk). Welcome to discuss academic matters or seek appointment through email.

**Venue:** A: HSB 307

### **Course Objective**

The course is designed to expose students to concepts, theories and skills related to negotiation. It examines the role of negotiations in present day complex situations. Negotiation competencies will be introduced and developed in individual, team, organization and inter organization context. Through experiential learning, students will apply concepts to self, others (team members).

### **Learning Outcomes**

- a) To understand negotiation as a skill as well as a process
- b) To be able to apply various negotiation models and approaches for the benefit of individuals, groups and organizations
- c) To understand yourself and others team members, and situation
- d) To develop negotiation skills and knowledge in various roles and contexts
- e) To compare and contrast negotiation in cultural settings
- f) To enable students in identifying their individual negotiation skills and polish negotiation style
- g) To identify, understand and evaluate negotiation problems and possibilities

## **PART I - COURSE STRUCTURE**

### **Course Requirements:**

Your grade will be determined as follows: (Subject to SGS policy)

#### **Grading**

- 1) **Group paper and Presentation** (1000-1500 words) **10 %**
- 2) **Class Participation/Activities, Role plays/Self-Journal and Discussion, Quizzes–15%**  
Please be prepared to participate in class discussions and quick question session. This means, of course, thoroughly reading assigned material
- 3) **Attendance (linked to Presentations)-5 %**
- 4) **Mid-term exams – 20 %**
- 5) **Final exams – 50 %**

Total 100%

**The evidenced based research report**

We will have a brain-storming session, where students' ideas will be moderated by the resource person to generate and refine research topic(s) from students' observations of negotiations in public, not-for-profit organizations or governments.

### **Grading criteria**

- 1) Understanding of the topics
- 2) Ability for Critical Thinking
- 3) Initiative in asking questions and expressing
- 4) Coherent organization of content
- 5) Scholarship (citations and references where appropriate)
- 6) Adherence to Research Methods
- 7) Academic Integrity

**All assignments and material must be turned in by the dates assigned. Please plan accordingly!**

### **1. The evidenced based research report**

This is the cornerstone of the course. The paper must reflect two things: group synergy, and the ability to apply the acquired knowledge

### **2. Class Participation, Discussion, Presentations**

This whole activity is crucial for better grades, therefore, come prepared to the class for discussion and studied response

### **3. On the spot test**

Readings are the most important part of the course. In order to assess the students' understanding of topics and receive feedback on reading, on-the-spot-test can be taken. This will be treated in conjunction with class participation

### **4. Attendance**

Be regular and punctual. If you do not attend, you cannot participate. Plan personal vacation, social commitments, and travel around the class schedule

### **5. Readings**

There are readings for each topic. I will provide hard copies of the readings; these readings are designed to help you think about the topic critically

### **6. Timelines**

Please adhere to the timelines

**Academic Integrity Policy:** Academic integrity is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one's own) in their academic work. **The Academic Integrity Policy contains strict sanctions, including expulsion, for all forms of academic dishonesty. Students found guilty of violating other UMT norms, such as engaging in moral and ethical misconduct, or in actions that are harmful to others or threaten the orderliness and wellbeing of the campus, are subject to equally strict sanctions in accordance with these norms and UMT regulations.**

**Make-up Exams and Late Assignments:** There will be no make-up exams, unless there is a valid (documented) reason for not taking the scheduled exams, and prior arrangements have been made with the instructor. Fifty percent of the grade will be deducted for each day an assignment is late.

**This is a highly interactive course with graded class activities**

**PART II - COURSE OUTLINE, READINGS,  
LEARNING MODES, SCHEDULE**

<b>Class/ Date</b>	<b>Topic</b>	<b>Readings (mandatory)</b>	<b>REMARKS</b>
1	Course introduction, overview of the course and the road map Introduction to negotiations. Definition, Process & Outcome. Introductory exercises and self-awareness		Readings will be provided
2	Ch. 1 An introduction to negotiation Class activity Case study	Ch.1 Carrell	
3	Ch. 2 The negotiation process  Ch. 2 What to do before the negotiations	Ch.2 Carrell  Ch.2 Thompson <b>Quiz</b>	
4	Ch. 2 The negotiation process  Ch. 2 What to do before the negotiations	Ch.2 Carrell  Ch.2 Thompson <b>Assignment</b>	Small group learning/Role play
5	Ch. 8 Ethics, fairness and trust in negotiation  Self-Journal	Ch.8 Carrell  <b>Assignment</b>	Small group learning/Role play
6	Ch. 3 Distributive bargaining	Ch.3 Carrell <b>Quiz</b> <b>Assignment</b>	Small group learning/Role play
7	Ch. 4 Integrative bargaining  Insight: Negotiation in the Public Sector and How to do it.	Ch.4 Carrell  Article  <b>Presentation</b>	Small group learning/Role play
8	Bouwman- Public sector negotiations	Article	
9	<b>MID TERM</b>		
10	Power, persuasion and strategy		Small group learning
11	Power, persuasion and strategy		
12	Ch. 7 Alternative dispute resolution	Ch. 7 Carrell  <b>Quiz</b>	Role play

13	Ch. 9 The influence of culture on negotiations	Ch. 9 Carrell <b>Assignment</b>	Role play
14	Ch. 10 Closing the deal	Ch. 10 Carrell <b>Project / Presentations</b>	
15	<b>(Looking back)</b> Learning outcomes: the students will be able to fully comprehend and apply /Review and wrap up	<b>Presentations</b>	

**Text Book**

1. Negotiation Essentials: Theory, Skills and Practices by Michael R. Carrel, Christina Heavin , Published by Pearson/Prentice-Hall.
2. Thompson, L. (2012). The Mind and Heart of the Negotiator. Pearson.
3. Fisher, R. , Ury, W., and Patton, B. (2011) Getting to Yes, New York, NY: Houghton Mifflin Co.

Any changes to this schedule will be informed through portal/in class announcements.

University policies and rules are to be observed at all times.

**The Grading system**

Letter Grades	Grade Points
A+/A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0