COURSE OUTLINE

COURSE : BA 4222 Negotiation for Business
INSTRUCTOR : Tuğrul Atasoy
OFFICE : H 156?? (Part-time instructor)
COMMUNICATION : phone: (312) 210 2005 (Sema Hanım)
               : fax : (312) 210 7962
               : e-mail: atugrul@metu.edu.tr
HOURS/LOCATION : Wednesdays and Fridays, 14:45-17:30, G 108
                 : (Every other week: One week on, one week off)
OFFICE HOURS : Wednesdays and Fridays, 14:00-14:40
               : (Every other week: One week on, one week off)
COURSE DESCRIPTION : In this course we aim to help students improve their
                     : knowledge about and skills in negotiation. This
                     : basically involves using the four elements: time,
                     : information, power and skill to achieve the objectives
                     : they set out with. They will employ these elements
                     : through a system involving strategy, tactics, body
                     : language, and give-and-take for the purpose of
                     : attaining a preset goal. This goal could be settling a
                     : dispute, working out the details of a deal, finalizing the
                     : terms and conditions of a sale, applying for and
                     : justifying the attainment of a position, etc. We will talk
                     : about different approaches to negotiation, different
                     : types of negotiators and the methods they may apply,
                     : and how to counter these and work towards a solution
                     : that will be beneficial to all parties involved. We will
                     : also see how negotiation maybe used a major tool in
                     : resolving conflicts.


TOPICS : Essentials: Definitions, core management competencies, why many people are unsuccessful negotiators, major
         : sins of negotiation, myths, preparation for negotiation, self assessment, distributive negotiation: bargaining
         : zone, questions, power of fairness, win-win negotiation: expanding the pie
         : Integrative negotiation: pie expansion

TA/ February 2013
Advanced Negotiation Skills: Developing a negotiation style, establishing trust and building a relationship, power, persuasion and ethics, creativity and problem solving

Applications and Special Scenarios: Multiple parties, coalitions, and teams

Nonverbal communication

GENERAL INFO.: We require strict attention to punctuality in arriving in class, serious participation in discussions, and generous contribution to activities.

1. Assignments are to be handed in at the beginning of the class session for which they are due. Late deliveries (a delay of 1 week only! More than that: Sorry, unacceptable!!) will suffer a 50 percent discount.

2. You may have pop quizzes on material assigned for reading or covered in class any time during the class session; however, there will be no make-up for these. A make-up may be offered only for the midterm, stipulating presentation of a doctor’s report authenticated by the health center of the university.

Please be aware that the make-up exam to be offered will be no “walk in the park”.

3. Attendance is an official requirement. Unauthorized absence (i.e. no doctor’s report) in excess of 14 hours of class time will result in automatic failure in the course. Please bear in mind that we can help you learn only if you are there in class.

4. Remember, as always, we are on the same team! 😊

ASSESSMENT:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>20%</td>
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<tr>
<td>Midterm Exam</td>
<td>30%</td>
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<tr>
<td>Class exercises, case discussions, homework</td>
<td>30%</td>
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<tr>
<td>Application: Case to be Negotiated</td>
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No Final Exam.