



MGMT300

The Art of Negotiation

S2 Day 2019

Department of Management

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General Information

Unit convenor and teaching staff

Unit Convenor and Lecturer

Troy Sarina

troy.sarina@mq.edu.au

Contact via Email

Please view consultation hours via iLearn - <https://ilearn.mq.edu.au/login/>

Credit points

3

Prerequisites

39cp at 100 level or above including (6cp in BBA or BUS or HRM or MGMT or MKTG units at 200 level)

Corequisites

Co-badged status

Unit description

This unit examines the conceptual frameworks and fundamental skills required for effective negotiations. Students learn how to resolve conflict and overcome impasses in various negotiation contexts including commercial, legal and labour relations in both domestic and international settings. This unit will expose students to core negotiation frameworks, strategies and tactics required to engage in effective negotiations. Students will have the opportunity to apply this theoretical learning through a series of practical negotiation simulations held in tutorials, thereby facilitating the evaluation of frameworks examined in the unit as well as providing students with the opportunity to reflect on their own capacity to negotiate effectively.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Analyse negotiation theories and apply them to solve problems and generate solutions

Effectively communicate appropriate negotiation strategies that produce possible outcomes.

Evaluate the role that relationships, power dynamics and cultural differences might have

on a negotiation process.

Assessment Tasks

Name	Weighting	Hurdle	Due
Negotiation plan	30%	No	Week 5
Negotiation simulation	20%	No	Week 11
Negotiation scenario	50%	No	Week 13

Negotiation plan

Due: **Week 5**

Weighting: **30%**

Negotiation Plan Assessment Summary Task Description

This assessment task requires students to undertake the fundamental steps of a single party negotiation process. Students will be required to plan for their negotiation, undertake the negotiation process itself and communicate how they selected their negotiation strategy. Students will also be required to evaluate their performance in the negotiation.

Type of Collaboration Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#)

Format Please refer to the [iLearn](#) Unit page **Length** 1,500 words **Inherent Task Requirements** None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Analyse negotiation theories and apply them to solve problems and generate solutions
- Effectively communicate appropriate negotiation strategies that produce possible outcomes.

Negotiation simulation

Due: **Week 11**

Weighting: **20%**

Task Description You will be required to submit a critical reflection piece based on the collective

negotiation simulation carried out in weeks 6-10. This simulation will be carried out in tutorials. You will be asked to reflect on your individual preparation and contribution to the negotiation process during this simulation. **Type of Collaboration** Individual **Submission** Please submit via Turnitin on [iLearn](#) **Format** Critical reflection piece. **Length** 1000 words **Inherent Task**

Requirements Participation in the negotiation simulation **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

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- Effectively communicate appropriate negotiation strategies that produce possible outcomes.

Negotiation scenario

Due: **Week 13**

Weighting: **50%**

Negotiation Scenario Assessment Summary Task Description Students will be provided with a negotiation scenario that will be distributed in week 12 and will be required to answer a set of questions by utilising knowledge about negotiation processes, issues and theories examined throughout the semester. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on [iLearn](#) **Format** Please refer to the [iLearn](#) Unit page **Length** 2,000 words **Inherent Task Requirements** None **Late Submission**

Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

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- Effectively communicate appropriate negotiation strategies that produce possible outcomes.
- Evaluate the role that relationships, power dynamics and cultural differences might have

on a negotiation process.

Delivery and Resources

Required text	<p>The Compulsory Text for the unit is:</p> <ul style="list-style-type: none"> Lewicki, R.J. & Saunders, D.M. and Berry, B. (2015) <i>Negotiation 7e</i>, McGraw Hill: Sydney. <p>This text will be available for purchase from the Macquarie University Co-op Bookshop.</p>
Unit web page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students will need to be familiar with a web browser to access the unit web page.
Delivery Format and Other Details	<ul style="list-style-type: none"> Number and length of classes: 1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours face to face per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s) Tutorials will commence in Week 2 The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/
Recommended readings	

Unit Schedule

Week	Lecture Topic (& reading)	Tutorial Topic (see detailed program below)
1	Unit Overview The Nature of Negotiation (ch 1)	No tutorial
2	Strategy and Planning (ch 4) Bargaining (ch 2)	How well are you equipped to bargain? + Allocation of groups for first negotiation exercise
3	Strategy and Tactics for Distributive Negotiation (Ch 2)	Planning to negotiate effectively
4	Strategy and Tactics for Integrative Bargaining (ch 3)	Buying a used car: How hard can it be?
5	Keep calm! The role of Perception, Cognition, and Emotion (ch 6)	Win as Much as You Can
6	The role of communication in negotiating effectively (ch 7)	Collective negotiation exercise - Introduction
7	Finding and Using Negotiation Power (Ch 8)	Collective negotiation exercise (Determining your bargaining position)
MID SEMESTER BREAK		

8	The importance of Relationships and teams in Negotiations: Blessing or a Curse? (ch 10 & ch 11) Resolving deadlocks (ch 18 & ch 19)	Collective negotiation exercise - Negotiating an Outcome (I)
9	Reading week	No lectures and no tutorials
10	Ethics in Negotiations (ch 5)	Collective negotiation exercise - Negotiating an Outcome (II)
11	Negotiating in a Global context: International and Cross-Cultural Negotiation (Ch 16)	Ethics in Negotiation: Applying the Sins II Scale
12	Best Practices in Negotiations (Ch 20)	500 English sentences: Understanding the impact of culture on negotiation processes
13	Subject Review and Exam Preparation	Self-reflective discussion and negotiation scenario discussion

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge,

scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Analyse negotiation theories and apply them to solve problems and generate solutions
- Effectively communicate appropriate negotiation strategies that produce possible outcomes.
- Evaluate the role that relationships, power dynamics and cultural differences might have on a negotiation process.

Assessment tasks

- Negotiation plan
- Negotiation simulation
- Negotiation scenario

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Analyse negotiation theories and apply them to solve problems and generate solutions
- Effectively communicate appropriate negotiation strategies that produce possible outcomes.
- Evaluate the role that relationships, power dynamics and cultural differences might have on a negotiation process.

Assessment tasks

- Negotiation plan
- Negotiation simulation
- Negotiation scenario

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Analyse negotiation theories and apply them to solve problems and generate solutions
- Effectively communicate appropriate negotiation strategies that produce possible outcomes.

Assessment tasks

- Negotiation plan
- Negotiation simulation
- Negotiation scenario

Changes from Previous Offering

Learning outcomes and graduate capabilities have been refined. Furthermore, the tasks used for assessments have also been modified to ensure alignment with expected learning outcomes.

Academic materials used to investigate the themes discussed in this course have also been updated to ensure contemporary material can be used in assessment items.

Research and Practice, Global contexts and Sustainability

Negotiation is a widely researched activity. A library link containing a compilation of texts, academic databases and journals that showcase the research currently being undertaken in this field will be available on iLearn. See assessment and tutorial guide on iLearn for details.

Research contained in the library link examines issues essential to this course including planning for negotiations, agreement making tactics as well as understanding the different sub processes involved in negotiations such as altering the perceptions of others.

The final assessment will give you an opportunity to apply your negotiation knowledge to a international negotiation scenario.

Developing the skills to negotiate will enhance your ability to make an agreement with parties both inside and outside your organisation thereby improving the sustainability of organisations in an increasingly complex and global world.

Changes since First Published

Date	Description
15/07/2019	Fixed contact information.