Course Objectives

Success in business and beyond requires agreement and collaboration with other people. Whether you are a customer cutting a deal with a supplier, a potential co-investor in a start-up company, or a CEO seeking a strategic alliance, triumph depends on the capacity to negotiate and manage interdependencies.

Among other things, effectiveness at the bargaining table requires:

° The strategic skill to claim your fair share of the goods;
° An alacrity for creating value and executing deals others overlook;
° The sophistication to steer clear of the pitfalls that plague most bargainers;
° Insight into your own values, and the ethics that drive others’ behaviors;
° The capacity to forge relationships with people whose backgrounds, expectations, and values differ from your own; &
° A willingness to reflect on and learn from your experience.

This course seeks to develop these skills and provide students with frameworks for analyzing negotiations at a more sophisticated level. We give you the opportunity to identify your strengths as a negotiator and to work on your weaknesses. The course will provide a conceptual framework to diagnose problems, promote agreement, and cut your losses where warranted. More importantly, this course is an opportunity for you to experiment with different techniques and to explore what does and what does not work for you at the negotiating table.

Course Format

Negotiation and conflict ultimately come down to behaviors—how a manager opens a potentially volatile conversation, how a mediator uncovers information, how a negotiator frames an offer or a concession. Practicing these behaviors, and understanding how other parties perceive and react to them, is essential to improving as a negotiator. This course provides continuing opportunities for hands-on practice and also provides feedback, discussion, and occasions for reflection.

Through role-play exercises, lecture, reading, and discussion, the course begins with basic dynamics in negotiation and adds complexity in stages, including multiple issues, multiple parties, agents, teams and coalitions. Some exercises involve numerical analyses; others revolve around qualitative conflicts. By the course's end, students should be able to confidently approach most any conflict or negotiation: analyzing its nature, understanding their own objectives, and plotting an approach that will give them the best shot at achieving their goals.
Readings

All readings are optional and are intended to be an additional resource for students to use to further develop their base of knowledge and skill set. However, it is worth noting that you are more likely to be successful on the optional final project if you demonstrate an understanding of the material covered both in class and in the readings.

Optional textbook:

Grading

Attendance and participation (25% of your grade).

You are expected to attend all sessions. In addition, you are expected to be prepared with whatever readings or case materials are assigned. If you cannot attend a specific class, notify the TA by email (ewiley15@gsb.columbia.edu) as far in advance as possible. If you send notice more than one week in advance, please send a reminder in the days leading up to your absence. Because many sessions revolve around role plays in which partners are assigned in advance, an unexpected absence typically has negative effects on other people. Accordingly, unexcused absences and/or absences without notification will result in a lower course grade.

Participation includes several components:
• Active, substantive involvement in simulations
• Discussion and comments in class (quality is more important than quantity)

Preparation Sheets (10% of your grade)

Preparation for the exercises is vital. You should read your role carefully. Try to take on the perspective of your character and plan a coherent set of tactics. A list of negotiations for which I expect planning sheets are at the end of this document. In advance of your class session, please upload a copy of your sheet to Canvas. In some cases, your prep sheets will take a very specific form (e.g., excel spreadsheet for Moms.com, etc). If you are not given explicit instructions about the form your prep sheet should take, I ask that you arrive to class with a 1-page summary of your plans—these are your talking points, and your notes for quick reference when thinking on the fly. Here are some matters that you might address:

• Agenda. How will you constrain the issues on the table? Is their order in which you prefer to discuss certain matters? Are their issues that you will wait for them to raise?
• Questions. What can you ask in order to figure out how far they can be pushed? What can you ask to figure out what they care most about?
• Target. What’s the value of the deal you’d like to reach? What’s the worst deal that you would accept rather than an impasse—walking away from the negotiation without a settlement?
• Arguments. What are some rationales or framings you will introduce? How will you persuade the other?
• Tactics. What ploys or techniques would fit with the setting and your bargaining position?
Assignments (25%)
Please upload all assignments to Canvas in advance of class. Where specified, please bring a copy with you to class.

Online Assessment. Please complete the online survey by 1/12 @ 8pm.

Tactic Table. Construct a table of Lewicki’s “hardball” tactics (Chapter 2, pp 52-60) for Session 2. The table should have a column for the tactic name, a column with a description of what the tactic entails, and a column with a list of strategies one can implement to counter the hardball tactic. Upload the table to angel and bring a copy with you to our second class session.

Phone Negotiation Exercise. To practice applying basic negotiation skills, you will be asked to call your phone, cable/Internet service provider or credit card company to negotiate a better deal. Write a short (3-4 paragraphs) reflection by Session 5. More details will be provided in Session 3.

Peer Analysis Worksheet. To give you broad exposure to the diversity of styles and tactics utilized by your classmates, we will have you watch videos of negotiations involving your peers. You will complete a guided analysis of these bargaining episodes. The 2-page worksheet is due in Session 6. More details will be provided in Session 4.

Multi-Attribute Value Analysis. These questions, due in Session 7, can be found in the assignments folder. They give you practice in some methods for clarifying your positions and interests as you prepare for a multiple issue negotiation.

“Go Get a Deal” Negotiation Report (20%)
To encourage you to think about the many everyday opportunities you have to negotiate, and to improve your negotiation skills further, you are asked to go out and negotiate a deal. By Session 12 you must engage in a negotiation for a good or service and submit a written report. There are three rules for this assignment:

1. You must negotiate at least some portion of it in person (i.e. face to face). You may not conduct the entire negotiation over the phone or email.
2. You may not tell the person you are negotiating with that this is for a class project until the negotiation is complete (after which you can decide whether or not you want to tell them this).
3. You must follow through with the transaction if the other party meets your target price (i.e. you must negotiate “in good faith”).

For the assignment, you will submit an analysis of the negotiation that includes two sections: a planning section and a post-negotiation analysis. The planning section should include your aspiration point, your reservation price, your BATNA, and your planned negotiation strategy (efforts to shape the process, to improve your BATNA, your planned persuasive moves, power moves, rapport-building moves, concession pattern, etc.). The post negotiation analysis should describe the events of the negotiation and your assessment of the negotiation outcome, your perception of the strategies you used successfully and unsuccessfully, your assessment of the strategies used by your counterparty, what you learned from the negotiation, and what you would do differently in the future. Consider including 3-4 citations (parenthetical or footnoted) from relevant course readings. The final paper should be 4-6 pages, double-spaced.

You will be graded on: 1) the thoroughness of your negotiation preparation, 2) the quality (appropriateness and intention; be sure to explain the rationale) of your negotiation strategy, and 3) the rigor of your post-negotiation analysis.
Final Project (20% of your grade).

The final project involves writing either a paper or negotiation case /exercise that demonstrates your knowledge of the course concepts and readings. It should go beyond the class concepts in its close scrutiny of a particular bargaining context or dynamic. This project is NOT mandatory. If you would like an “H” in the class, doing the assignment is necessary (but not sufficient to guarantee an “H”). The final project is due @ 6pm on Monday, April 28th after Session 12.

If you choose to create a negotiation case/exercise, you must produce: case roles/materials, a 1-2 debrief guide, and an excel analysis spreadsheet (if appropriate).

If you choose to write a paper, it should be 10-12 pages in length (12 pt font, double spaced). Appendices can be attached as needed to illustrate or document points in the body of the paper (tables, timelines, etc.).

The following paper formats have worked well in the past:

- **Historical study.** Analyze a deal/treaty/conflict through library research and/or interviews.
- **Consulting project.** Analyze a manager's or company's current challenge and develop recommendations.
- **Social science study.** Conduct an experiment or survey investigating the dynamics of a particular negotiation situation.
- **Consumer review.** Evaluate a technique or technology for negotiation/collaboration/resource allocation/trading/group decision making/networking etc. and make recommendations to potential users or customers.
- **Business plan.** Propose a business concept related to negotiation/collaboration/resource allocation/trading/group decision making/networking etc.

Course Development and Research

Because I want to encourage experimentation, I do not grade based on your negotiation outcomes. Yet I do carefully record the outcomes and, for some exercises, your answers to questions in the exercise materials. Sometimes I will show the overall patterns in this data to demonstrate points about negotiation principles. The data are also used in a continual process of refining exercises and developing new ones. Just as prior students have contributed to your learning experience by contributing this data, you will be contributing to future classes by answering questions about your outcome and tactics in the course of the exercises. Identifying information is removed from the datasets after the term ends, so the records become anonymous at this point. At times in the past, faculty have drawn on these “anonymized” datasets reflecting years of classes for statistical analyses related to research hypotheses concerning negotiation dynamics. If you prefer that any records from your participation in class be deleted from datasets if they are used for any research purpose, please tell the instructor or teaching assistant and your record will be deleted after the class is complete.
Ground Rules

These are some ground rules for our role-play exercises:

1. You are expected to be prepared and on time for all negotiation exercises.
2. You should not show your confidential role instructions to other parties during a negotiation, nor should you read them or quote them.
3. You should “ad lib” in these exercises to provide rationales and explanations for your character’s preferences—say things you think the character would say. That said, you should adopt the given payoff tables as reflecting your preferences. You should not make up facts that materially change the power distribution of the exercise.
4. It is tempting sometimes to promise certain resources from one’s organization to “sweeten the deal” for your counterpart. Don’t do so, unless role information suggests that these resources exist and that you have discretion over them.

Meeting Dates and Times

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>S1: Overview &amp; Orienting in ZOPA</td>
<td>1/11</td>
<td>8:30am</td>
<td>W209</td>
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<tr>
<td>S2: Value-Claiming Skills</td>
<td>1/25</td>
<td>12:30pm</td>
<td>W209</td>
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<tr>
<td>S3: Creating &amp; Claiming: Advanced Tactics 1</td>
<td>2/1</td>
<td>3:45pm</td>
<td>W209</td>
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<td>S4: Creating &amp; Claiming: Advanced Tactics 2</td>
<td>2/8</td>
<td>12:30pm</td>
<td>W209</td>
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<td>S5: Interest-Based Bargaining</td>
<td>2/22</td>
<td>12:30pm</td>
<td>W311</td>
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<td>S6: Trust &amp; Cooperation</td>
<td>3/1</td>
<td>3:45pm</td>
<td>W209</td>
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<td>S7: Principals, Agents &amp; Third Parties</td>
<td>3/8</td>
<td>8:30am</td>
<td>W209</td>
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<td>S8: Coalitions &amp; Bargaining Power</td>
<td>3/22</td>
<td>12:30pm</td>
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<td>S9: Multi-Party Negotiations</td>
<td>3/29</td>
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<td>S10: Negotiating in Teams</td>
<td>4/5</td>
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<td>S11: Multi-Party, Multi-Issue Negotiations</td>
<td>4/12</td>
<td>8:30am</td>
<td>U330</td>
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<tr>
<td>S12: In Conclusion</td>
<td>4/26</td>
<td>8:30am</td>
<td>U142</td>
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MODULE 1: TWO PERSON, SINGLE ISSUE NEGOTIATIONS

Session 1 (January 11th, 8:30am; Cars) Course Overview & Orienting in the ZOPA

Optional Readings: Benoliel et al., “Know Your Objectives”
Fisher & Ury, “What If They are More Powerful?”, Chapter 6
Bazerman, “Putting Negotiation Training to Work”

Assignment: Complete the online assessment survey by 1/12 at 8pm.
Construct table of “hardball” tactics from Lewicki chapter (due in Session 2).

Session 2 (January 25th, 12:30pm; Fang/Message) Value-Claiming Skills

Optional Readings: Thompson, “Distributive Negotiation: Slicing the Pie”
Fisher & Ury, “What If They Use Dirty Tricks?”, Chapter 8
Malhotra, “Accept or Reject?”

Assignment: Prepare for New Recruit exercise (due in Session 3)
MODULE 2: TWO PERSON, MULTI-ISSUE NEGOTIATIONS

Session 3 (Feb 1st, 3:45pm; New Recruit) Creating & Claiming Value: Advanced Tactics I

Optional Readings: Lewicki, “Strategy and Tactics of Integrative Negotiation”  
Putnam, “Are You Asking the Right Questions?”

Assignment: Prepare spreadsheet for Moms.com (due in Session 4)  
Phone Negotiation Exercise (due in Session 5)

Session 4 (Feb 8th, 12:30pm; Moms) Creating & Claiming: Advanced Tactics II

Optional Readings: Medvec & Galinsky, “Putting More on the Table: Multiple Offers”  
Bazerman and Gillespie, “Betting on the Future”  
Fisher & Ury, “Insist on Using Objective Criteria”, Ch 5

Assignment: Phone Negotiation Exercise (due in Session 5)  
Peer Analysis Worksheet (due in Session 6)
MODULE 3: INTERPERSONAL COMPLEXITIES.

Session 5 (Feb 22nd, 12:30pm; Texoil) Interest-Based Bargaining

Optional Readings: Malhotra & Bazerman, “Investigative Negotiation”
Fisher & Ury, “Focus on Interests, Not Positions”, Ch 3

Assignment: Peer Analysis Worksheet (due in Session 6)
Multi-attribute analysis worksheet (due in Session 7)

Session 6 (March 1st, 3:45pm; Comparative Advertising) Trust and Cooperation

Optional Readings: Shell, “First Foundation: Your Bargaining Style”
Axelrod, The Evolution of Cooperation, Ch 6, 7
Maholtra, “Will You Negotiate or Litigate”

Assignment: Multi-attribute analysis worksheet (due in Session 7)
MODULE 4: MULTIPLE PARTIES

Session 7 (March 8th, 8:30am; Hampstead) Principles, Agents & Third Parties

Optional Readings: Shell, “Bargaining with the Devil”
                  Malhotra & Bazerman, “Confronting Lies and deception”

Assignment: No Assignment

Session 8 (March 22nd, 12:30pm; 7 Continents) Coalitions and Bargaining Power

Optional Readings: Thompson, “Multiple parties, coalitions and teams”

Assignment: Party Mapped Prep Sheet for Tompkins-Bowden (due in Session 9)

Session 9 (March 29th, 12:30pm; Tompkins) Multi-Party Negotiations

Optional Readings: Lax & Sebenius, “Get All the Parties Right”

Assignment: Prepare for CrossHatch (due in Session 10)
Session 10 (April 5th, 12:30pm; CrossHatch) Negotiating in Teams

Optional Readings: Watkins, “Building Coalitions”

Assignment: Prepare for Harborco (due in Session 11)
Go Get a Deal Report due 4/19 (upload to Canvas)

Session 11 (April 12th, 8:30am; Harborco) Multi-party, Multi-Issue Negotiations

Optional Readings: Benoliel & Cashdan, “Enhance Your Negotiating Power”
Susskind “Handle With Care”

Assignment: Go Get a Deal Report due 4/19 (upload to Canvas)
Optional Final Project due 4/28 @ 6pm (upload to Canvas)

Session 12 (April 26th, 8:30am) In Conclusion...

Optional Readings: Lewicki, “Best practices in Negotiation”, Ch12
Fisher & Ury, “In Conclusion”

Assignment: Optional Final Project due 4/28 @ 6pm (upload to Canvas)
Assignments and Deadlines

Please upload a copy to Canvas in advance of the session and bring a hardcopy with you to class.

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