

ENVT 145 Negotiating Skills and Techniques

Number of credits: 2

Course Description: The course provides students with practical negotiating tools that, if mastered, will help them achieve desired outcomes in many life situations. Topics include skills used by great negotiators, concession strategies, and competitive versus collaborative negotiations. Students will practice negotiating strategies using assigned scenarios.

Pre-/Co-requisites: None

Course Objectives: It is expected that students will be able to

- Detect the seven skills of great negotiators within case studies involving negotiations.
- Discuss the three strengths of great negotiators: 1) preparation, 2) leaving enough room to negotiate, and 3) continuously gathering information.
- Use the five rules of great listeners to evaluate the listening skills of others.
- Identify specific negotiation tactics among many that are demonstrated on video clips or described in vignettes.
- Describe the use of concessions as a strategy for successful negotiation outcomes.
- Differentiate between competitive and collaborative negotiations.
- Outline the process for collaborative negotiating.
- Demonstrate an understanding of effective negotiation techniques through role play.

Instructor: Paul M. Zahara

Office: Online

Office Hours: Use the e-mail tool within the online course to communicate with the instructor. Course e-mail messages will be checked daily, Monday through Friday.

Phone: If you have a technical problem, contact the Distance Education office by calling 1-701-228-5479 or 1-888-918-5623 (toll-free) or the Moodle help desk: 1-866-940-0065.

Email: Use online course e-mail tool in Moodle.

Lecture/Lab Schedule: Online; assignments and assessments must be completed on or before due dates. Students may work ahead.

Textbook(s): *Negotiating: Becoming a Great Negotiator*; 2010 edition; Petroleum Education Workshops, LLC

A Comprehensive Study on the Oil & Gas Lease, Lease Obligations, and Lease Clauses;
2007 edition; Petroleum Education Workshops, LLC

Course Requirements:

Progress Checks: Each section will be followed by a graded progress check that can be completed multiple times. Only the best score will be used.

Discussion Forums: Each section will have a discussion to which each student is expected to contribute.

Case Studies: The course will have case studies that cover essential course concepts.

Tentative Course Outline:

Week 1: Defining a Great Negotiator;

Individual Negotiating Practice

Week 2: The Three Strengths Used by Great Negotiators;

Five Rules of a Great Listener

Week 3: Negotiating Tactics, Concession Strategies, and Negotiating Styles

Week 4: Group Negotiating Practice

Week 5: Two Negotiating Styles; Competitive vs. Collaborative Negotiating

Week 6: The Process for Collaborative Negotiating

Week 7: More Negotiating Practice

Week 8: Final Exam

Relationship to Campus Theme (Nature, Technology, & Beyond): This course requires the application of science, technology, and social sciences to perform business tasks.

Classroom Policies:

- Regular participation is expected. Students should commit a minimum of 3 hours per week to class activities.
- Learning activities and progress checks will occur in the Moodle learning system and require Internet connectivity.
- Quizzes can be taken multiple times to ensure understanding of the concepts. The highest score will be used. Each quiz must be completed on or before the due date.

Evaluation: Grades for the course are calculated by dividing the total points earned by the total points possible. Letter grades are assigned using the scale below.

A--90-100%

B--80-89%

C--70-79%

D--60-69%

F--59% or lower

Academic Integrity: The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not work together on graded assignments without authorization from the instructor or get help from people, technological resources, textbooks, notes, etc. on examinations.

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.