



**Future Academy**  
**Higher Future Institute for Specialized Technological Studies**

**Course Specification**

**1- Course information:**

<b>Course Code:</b>	322
<b>Course Title:</b>	<b>Negotiation management</b>
<b>Year/level</b>	3rd
<b>Academic Programs</b>	<b>Business Administration Program (B.Sc.)</b>
<b>Contact hours/ week</b>	<b>Theoretical 3 hrs. / Tutorial 2 hrs. = Total 5 hrs.</b>

**2- Course aims:**

This course aims to provide students with the foundations and principles of negotiation, as well as strategies and techniques that can be used by managers or employees in different roles. It emphasizes the practical application of negotiation in real-world scenarios, focusing on principles, strategies, and practical techniques for resolving conflicts, managing discussions, and fostering collaborative relationships in professional and personal contexts. The course aims to equip participants with the skills to handle negotiations effectively, whether in professional or personal situations, in a way that satisfies all parties involved.

**3- Intended learning outcomes of the course (ILOs):**

**a- Knowledge and understanding:**

**On successful completion of this course, the student should be able to:**

- a1. Understand different types of negotiation and their applications.
- a2. Comprehend the role of negotiation in various personal and professional contexts.
- a3. Recognize the stages of the negotiation process and the techniques relevant to each stage.
- a4. Identify key concepts in negotiation theory, such as win-win outcomes and concession strategies.

**b- Intellectual skills:**

**On completing this course, the student should be able to:**

- b1. Analyze interests and goals of both parties in a negotiation and assess how these can align or conflict.
- b2. Evaluate and select appropriate negotiation strategies based on context, counterpart, and objectives.
- b3. Critically assess the impact of verbal and non-verbal communication on negotiation outcomes.
- b4. Develop the ability to think strategically and adaptively in dynamic negotiation environments.

### **c- Professional and practical skills:**

**At the end of this course, the student will be able to:**

- c1. Develop and implement comprehensive negotiation plans tailored to specific situations.
- c2. Build rapport and trust with counterparts to facilitate collaborative negotiations.
- c3. Utilize conflict resolution techniques effectively to manage disputes and maintain productive dialogue.
- c4. Conduct effective pre-negotiation research, including gathering intelligence on counterparts and market conditions.

### **d- General and transferable skills:**

**On successful completion of this course, the student should be able to:**

- d1- Demonstrate presentation skills using appropriate technology applications
- d2- Promote cooperation and teamwork
- d3- Demonstrate interactive skills through in-class discussion
- d4- Plan and make decisions in a group

### **4- Course contents**

Topics/units	Number of hours		ILO's
	Lecture hours	Practical hours	
- Types of Negotiation	3	2	a1
- The Role of Negotiation in Personal and Professional Contexts	3	2	a1, b1, b2
- Identifying Interests and Goals+ Quiz 1	6	4	a1,a4,b2
- Setting Objectives and Outcomes	3	2	a3, b2
- Strategies for Effective Negotiation	3	2	a4, b4, c3,d3
Mid-term Exam	3	2	a1, b1
- Adapting Style to Context and Counterpart	3	2	a4, b4, c3,d3
- Verbal and Non-Verbal Communication Techniques	6	4	a5, b3
- Building Rapport and Trust	6	4	a1, b1,b2
- Framing and Reframing in Negotiation	3	2	b2, c2, c3, d4
Final Revision	3	2	a2, a3

### **5- Teaching and learning methods**

Methods	ILO's																	
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	d1	d2	d3	d4
Lectures	✓			✓	✓	✓		✓					✓		✓			
Practical sections/Tutorials		✓	✓		✓		✓	✓	✓	✓					✓	✓		✓
Self-learning					✓		✓		✓			✓	✓	✓		✓	✓	
Assays and reviews					✓			✓				✓					✓	✓
Discussion groups			✓	✓		✓	✓		✓		✓		✓					
Problem-solving						✓		✓			✓				✓	✓	✓	✓
E-learning																		
Blended learning																		

## 6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage teamwork for those students with other advanced ones to increase their participation and understanding

## 7- Student assessment

Assessment method	Time	Grade weight (%)	ILOs
Course Work ( Tutorial Exercise and Assignments)		10	a2,a4,a5
Quiz 1	1	10	a1,a4,b2
Mid-term exam	1	20	a1, b1
Quiz 2	1	10	a1,a2,a3
Final Written exam	2	50	a 1,a2,a4,b1,b2

## 8-List of references

### 8.1. Student notebooks:

Lectures and presentations.

### 8.2. Essential textbooks:

- The Elements of Negotiation Management (Classic Reprint) Hardcover , 2018, by J. D. Nyhart.

- **8.3. Recommended textbooks:**

- Negotiating Skills for Managers, 1st Edition, Steven P. Cohen , ISBN: 9780071387576 , Publication Date & Copyright: 2020 McGraw-Hill Education.

- **8.4. Journals, Periodical and Reports .....etc.**

- <https://www.euoparc.org/communication-skills/pdf/Negotiation%20Skills.pdf>. -  
<https://www.pon.harvard.edu/daily/negotiation-skills-daily/negotiating-for-continuous-improvement-report-negotiation-results-internally/>.

### **8.5. Websites**

[https://www.youtube.com/watch?v=0FYM\\_RES6CQ](https://www.youtube.com/watch?v=0FYM_RES6CQ).  
<https://www.youtube.com/watch?v=Mgi4Onnn1sc>.

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