

TRAINER'S MATERIALS

MODULE: COMMUNICATION AND CONFLICT RESOLUTION

TOPIC 4: NEGOTIATION

THE SET OF EXERCISES FOR THE TRAINING SESSION

DURATION OF THE SESSION: 120 MINUTES

Time	Table of content	Exercises
5'	Introduction to the training Presentation of the professor and all the students. Goal: break the ice between students and the teacher and meet the classmates	<i>No exercises for this part</i>
10'	Topic presentation Negotiation Index and objectives Theoretical concept Resolve questions	<u><i>Coincide</i></u> Description: For this initial activity, the teacher will present a list of personal characteristics that can be found among the students, such as, "Look for three people who were born the same year as you, look for a person who likes soccer, look for two people who your last name begins with me, etc. " Next, each of the students will have to look for in each of their classmates some of the characteristics that the teacher has exposed. To do this, they will have time to ask each other and not write on a sheet.
30'	Conditions for negotiation Requirements for negotiation	<u>The auction</u>

	<p>Knowledge prior to negotiation</p> <p>Negotiator skills</p> <p>Resolve questions</p>	<p>Description: This activity consists of auctioning a quantity of money.</p> <p>This auction will work like any auction, where everyone can place bids and the highest one gets the prize. However, this auction has a special feature, whoever is second in the bid, also has to pay what he has bid. Therefore, both the first and second bidders in the auction will pay what is proposed and only the first will win the prize.</p>
30'	<p>Phases of a negotiation</p> <p>Preparing the negotiation: diagnosis, strategy and tactics.</p> <p>Face-to-face confrontation</p> <p>Analysis</p> <p>Resolve questions</p>	<p><u>Circle or cross</u></p> <p>Description: The activity consists of 10 rounds. In each of the rounds, each of the teams must secretly choose one of the two options, circle or cross, to earn points. The group with the most points wins.</p> <p>Points are distributed as follows:</p> <ul style="list-style-type: none"> - If all the groups choose the "circle", they all lose 100 points. - If all the groups choose the "cross", they all earn 100 points. - If only one group chooses the "circle" and the others choose the "cross", the group that chose the circle wins 100 points and the rest lose 300 points. <p>In each round, each group will have 2-3 minutes to choose their option without the other groups finding out. Once the option is</p>

		<p>selected, each group will deliver it to the teacher, who will compile all the choices, communicate them to all the groups, and count the points.</p> <p>After the 3rd, 6th and 9th rounds, each group will appoint one member of the group as negotiator. Once the negotiator is chosen, he will meet with the rest of the negotiators to plan the strategy to be followed jointly.</p> <p>When round 10 is finished, the points will be counted and the team with the most points will win.</p> <p><u>The boat:</u></p> <p>Description: The class was traveling in a plane when it crashed in the middle of the ocean. To survive, the students use the lifeboats, in which 3-4 people enter, so the students are divided into groups of 3-4 people.</p> <p>While wandering through the sea, they spot an island in the distance, but in order to reach it, they must take weight off the boats, since they weigh a lot.</p> <p>To lighten the weight, the members of each group should prioritize the objects in the boat and then discuss as a group how they will begin to be released overboard.</p> <p>The objects in the boat are:</p> <ul style="list-style-type: none">- Five packs of diapers
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		<ul style="list-style-type: none"> - A revolver without ammunition - Twenty liters of drinking water - Carton of cigarettes - The stewardess's box containing 500 pesos in different currencies - The airplane piloting instruction book (600 pages) - Nylon thread and hooks - A box of 50 condoms - Two bottles of gin of which one is started - Parachute without instructions - Solid gold lighter - Makeup box with 12 colors and brushes. <p>To end the activity, all the teams have a discussion to find out the order of the lists and open a small debate to try to come up with a common list.</p>
40'	<p>Types of negotiation</p> <p>Types of negotiation depending on the length of the relationship</p> <p>Types of negotiation depending on the negotiator's attitude</p> <p>Resolve questions</p>	<p><u>The Journey:</u></p> <p>Description: The teacher will inform the group that they will be able to make their dream trip with all expenses paid.</p> <p>To do this, they must first make a list, individually, of the 5 places they would like to visit on their trip.</p> <p>Once the list is completed, the students will be grouped in pairs and will have two minutes to make a single list with seven places to visit. Each pair will then join another, to form</p>

		groups of four, and should agree a list of five places within five minutes. If they exceed 5 minutes, the group loses the trip.
5'	Summary of the session	<i>No exercises for this part</i>