

NEGOTIATING SKILLS & TECHNIQUES

INSTRUCTOR: Seth Williams

Instructor's email: Seth@petroleumeducation.com

COURSE QUESTIONS: If a student has specific course questions they can contact Seth Williams via email.

TECHNICAL QUESTIONS: For technical support, students will contact Pam Melton email: pmelton@okcu.edu

COURSE DESCRIPTION

The purpose of this course is to reveal practical negotiating tools that, if mastered, can help anybody negotiate through business and the issues of life. Topics include: Defining a Great Negotiator, Seven Skills Mastered by Great Negotiators, Three Strengths used by Great Negotiators, The Power of Preparation, Leaving Room to Negotiate, Reading Body Language, Asking open-ended Questions, Effective Listening, Fives Rules of a Great Listener, Eleven Negotiating Tactics, Four Concession Strategies, Two Negotiating Styles, Competitive vs. Collaborative Negotiations and the Process for Collaborative Negotiations.

COURSE MATERIALS

A curriculum book provided by Petroleum Education Workshops is entitled Becoming a Great Negotiator.

COURSE ASSIGNMENTS, DISCUSSIONS AND QUIZZES

During the course, each student will be expected to complete weekly assignments. **These assignments must be completed and be submitted via dropbox with the deadline.** These assignments are located on the Desire2Learn website within each week's content. Also, discussion questions will be presented throughout the course. Each participant must enter the online discussion room in order to weigh in on the topic being discussed. Additionally, within each chapters of the course are Short quizzes. These quizzes must be completed within the deadline on the Desires2Learn website.

GRADING

This is a Pass/Fail course. Thus, in order to achieve a passing grade the student must complete each assignment with at least a proficient mark.

They will also need to earn at least a 70% score on all quizzes and the final exam.

SPECIFIC TOPICS WILL INCLUDE

1. Defining a Great Negotiator
2. Three Strengths used by Great Negotiators
3. Five Rules of a Great Listener
4. Eleven Effective Negotiating Tactics and Four Concession Rules
5. Two Negotiating Styles
6. Competitive vs. Collaborative Negotiating
7. The Process for Collaborative Negotiations