

INTRODUCTION

The on-line negotiation skills training is an intensive training that requires participants to set aside a set number of hours each week during the two-week period plus time for preparation prior to the training and evaluation post-training. The success of the training depends on your ability to fully participate in all the activities. You will conduct four rounds of negotiation with a partner, it is critical that both parties are fully prepared to engage in the exercise.

The estimated time requirement is as follows:

Pre-training (before November 8, 2010): 7 hours
Week 1 (November 8 – 12, 2010): 8.75 hours
Week 2 (November 15 – 19, 2010): 9.75 hours
Post-training (November 22, 2010); 1 hour

Please mark your calendar for the following activities:

1. Pre-training conference call using Elluminate: **Wednesday, October 13, from noon to 1 p.m.** EST
2. Negotiation 1: Monday, **11/8/2010, 2-3 p.m.**
3. Live Linkup 1: Tuesday, **11/9/2010, noon – 1:15 p.m.**
4. Negotiation 2, prep-meeting: Wednesday, **11/10/2010, 4-5 p.m.**
5. Negotiation 2, Friday, **11/12/2010**
 - a. Group a: 10 – 11:30 a.m.
 - b. Group b: noon – 1:30 p.m.
6. Negotiation 3, **11/15/2010, 2 – 3 p.m.**
7. Live Linkup 2: Tuesday, **11/16/2010, noon – 1:15 p.m.**
8. Negotiation 4, **11/18/2010**,
 - a. Group a: 1 – 3 p.m.
 - b. Group b: 3 – 5 p.m.

Activity	Timeframe						Time estimate
Week of November 8, 2010							
	10/13/2010					Mon, 11/8	
PRE-TRAINING ACTIVITIES							
0-0: Pre-training web-based meeting	noon – 1 p.m.						1 hour
0-1: Read <i>Getting to Yes</i> and “<i>The Seven Elements of Interest-Based Negotiations</i>”						Due: 10 a.m.	5 hours
0-2: Introduce yourself - Post your self-introduction - Reply to at least 2 other participants						Due: pre-course (1 post); 8 p.m. (reply)	0.5 hours
0-3: complete a survey and a conflict style self-assessment - Complete a survey on surveymonkey - Conduct a conflict style self-assessment						Due: 8 p.m.	0.5 hours
Total time estimates							7 hrs.

Activity	Timeframe						Time estimate
	Week of November 8, 2010						
	Mon, 11/8	Tues, 11/9	Wed, 11/10	Thurs, 11/11	Fri, 11/12	Mon, 11/15	
Activities for Unit 1: The Seven Elements of Interest-based negotiations							
1-1: Conduct a Negotiation: <i>Sally Soprano I</i> - With your partner, negotiate the <i>Sally Soprano</i> scenario - Debrief the simulation - Submit a report on the negotiation simulation	2-3 p.m. (1-hour negotiation)	Due: 12 p.m. (report)					1.5 hours
1-2: Live Linkup #1		12-1:15 p.m.					1.25 hour
1-3: Investigate how to improve or weaken a BATNA - Interview a senior attorney about a negotiation situation where s/he significantly altered the BATNA for the client or other party. - Post the story and comment on one other post		Due: 6 p.m. (1 post)			Due: 12 p.m. (1 reply)		1 hour
1-4: Conduct a Negotiation: the <i>PowerScreen</i> problem - Prepare for the negotiation by watching DVD (part 1), completing the worksheet, and meeting with other participants representing your party - With your partner, negotiate the <i>PowerScreen</i> scenario - With your partner and facilitator, debrief the simulation - Submit a report on the negotiation simulation			4 -5 p.m. (prep. meeting)		10-11:30 a.m. or Noon-1:30 p.m. (1-hour negotiation)	Due: 10 a.m. (report)	5 hours
Total time estimates							8.75 hrs.

Activity	Timeframe						Time estimate
ACTIVITIES FOR UNIT 2: NEGOTIATING DIFFICULT SITUATIONS							
Week of November 15, 2010							
	Mon. 11/15	Tues. 11/16	Wed. 11/17	Thurs, 11/18	Fri. 11/19	Mon. 11/22	
2-1: Discuss applying the 7-element framework to legal services work - Post potential difficulties in using the 7 elements in actual practice - Reply to at least 1 post	Due: 8 p.m. (1 post)			Due: 12 p.m. (1 reply)			1 hour
2-2: Conduct a Negotiation: <i>Bullard Houses</i> - Prepare for the negotiation using the preparation worksheet - With your partner, negotiate the <i>Bullard Houses</i> scenario - Submit a report on the negotiation simulation	2-3 p.m. (1-hour negotiation)	Due: 10 a.m. (report)					1.5 hours
2-3: Live Linkup #2		12-1:15 p.m.					1.25 hour
2-4: a. Assess your communication strategy by switching roles (With your partner, prepare by e-mail for your conversations)			Email to partner: 6 p.m.				1.5 hours
2-4: b. Assess your communication strategy by switching roles (With your partner, negotiate in the role of the other party in both situations (yours and his/hers), then submit a worksheet)					Due: 9 p.m. (worksheet)		1.5 hours
2-5: Conduct a negotiation: <i>Sally Soprano II</i> - With your partner, negotiate; debrief the simulation with your partner and facilitator				1-3 p.m. or 3-5 p.m. (2-hour negotiation)	Due: 9 p.m. (report)		3 hours
2-6: Evaluation - Complete the evaluation of this course and your learning						Due: 12 p.m.	1 hour
Total time estimates							10.75 hours