# Israel National Defense College

# Negotiation Workshop

# Working Outline

a d v a n c e p r e p a r a t i o n

1 June 13:00-14:30

Read short negotiation best practices summary.

Read the Radio Station Case (for use Day 1)

Scan The Quota Case (for Day 3,4)

We will ask participants to read a short document outlining core practices and introducing the negotiation framework and read cases for use during the program.

***Session 1 - Overview of Best Practices*** (1 June 15:00-17:00)

**Introduction and Purposes of the Workshop**

I outline the purposes of the workshop and explain the means by which we will try to achieve those purposes. As part of this segment, I also ask participants to discuss difficulties they encounter as they negotiate and their specific objectives for the workshop.

**Consensus Exercise**

**Best Practices in Preparing, Conducting and Reviewing Negotiations: 7-Element Framework for Negotiation**

This segment outlines core best practices and presents an organized way of thinking about negotiation. I explain how this framework can be used as a structured agenda for preparation and a strategic tool to guide process design and “at the table” conduct.

**Case 1**

**Prepare Case 1**

I will guide the participants through the use of the framework as a structure/template to prepare for negotiation.

 ***Assignment between sessions* (**2 June 13:00-14:30**)**

 **Participants read, prepare and negotiate Diego Primadonna.**

In this second case, participants use the Seven Element Framework to systematically prepare, conduct a negotiation 1-on-1, and review the usefulness of the Seven Element Framework. Particular emphasis is placed on using the Framework to prepare systematically for the negotiation.

***Session 2 – Overview of Best Practices- continued*** (2 June 15:00-17:00)

**Q and A**

**Debrief of Diego Primadonna**

The review and discussion will highlight the dynamics of cooperative and competitive approaches to negotiation.

**Preparation Best Practices**

I will share additional preparation tools and practices, and elicit additional best preparation practices from the participants.

**Fishbowl Negotiation Exercise**

Participants who volunteer will role play in front of room with me, analyzing and steering the “at-the-table” negotiation..

***Assignment between sessions*** (3 June 13:00-14:30)

 **Participants will read, prepare and negotiate the internal (inter-agency) negotiation of the Quota Case.**

.

***Session 3 – Internal Negotiations and Skills “at the table***” (3 June 15:00-17:00)

**Q and A**

**Debrief of the Quota inter-agency negotiation**

The review and discussion highlight: (1) managing multi-person negotiations; (2) the importance of, and techniques to surface interests, and (3) additional methods for managing and influencing negotiating dynamics. This segment will focus participants’ attention on the importance of process awareness and management as the complexity of the negotiation increases.

##### Guidelines of Conduct

I will share some best “at the table” practices, including balancing inquiry and advocacy. I will share the “Ladder of Inference” tool as a way to enhance inquiry and advocacy skills.

**Tactical “at the table” Technique Practice/Drills**

Participants practice utilizing tools and concepts in “stop action” conversations. Participants identify and engage specific areas for tactical practice (e.g., opening/framing conversations, eliciting interests, brainstorming options, moving to closure/commitment).

 ***Assignment between sessions*** (4 June 13:00-14:30)

**Participants will read, prepare and negotiate the external negotiation of the Quota Case.**

.

**In small groups, participants identify lessons from the sessions and specific ways they will integrate new learnings and/or practices into their repertoires.**

***Session 4 - Dealing with Difficult Negotiations/Going Forward*** (4 June 15:00-17:00)

**Q and A**

**Debrief of the external negotiation of the Quota case.**

**Dealing with Difficult Negotiators or Situations**

We help participants understand how to systematically analyze and respond to a range of different strategies and approaches that other parties may employ.  This segment integrates the lessons of the workshop with various problematic situations that participants face as we show how, depending on one’s goals, one can utilize the tools to prepare for and conduct a variety of strategies to counter difficult negotiators or negotiation situations.

**Coalition Exercise**

**Going Forward**

The “Going Forward” segment asks participants to identify specific workshop lessons, plans to apply lessons of the workshop in their day-to-day work. This segment should provide participants with ideas and plans to implement best practices going forward.