

**Israel National Defense College**

**Negotiation Workshop (maybe add "for leaders"/"for seniors"? or possibly add something in this spirit in the program's objective ot topcs and approach)**

**1 June - 4 June**

**Draft Workshop Objectives**

To provide participants with:

1. An increased awareness of the process by which they and others negotiate, and of the importance of that process;
2. A framework and tools for thinking about negotiation to enable better goal-setting, preparation, conduct and review;
3. Review and additions to their repertoire of “best-practice” techniques and tools, and improvements to their existing negotiation skills and habits; and
4. An enhanced ability to continue to get better at negotiation and influencing over time, and to lead and coach others.

**Workshop Diagnostics**

To make the program most relevant, participants will complete a brief questionnaire on their backgrounds and personal objectives for the negotiation program.

**Workshop Topics and Approach**

* **Additions to repertoire and capacity enhancement**. We will enhance participants’ capacity to: analyze and design the “away-from-the-table” environment, including “setting up” the negotiation; design and manage negotiation process architecture; be more aware of the situations or behaviors that knock them “off balance”; optimize value beyond just getting an agreement; listen and persuade; and lead and coach others to negotiate more effectively.
* **Theory, Process, Skills and Confidence for Negotiation**—While negotiation program participants will gain an understanding (or review) of core negotiation theory and best practices, emphasis will be on practical skill development, enhancement and refinement. I assume that the participants have a high level of negotiation experience and skill. The aim is to make them even better negotiators and leaders (i.e., to provide them with best-practice tools and techniques that they can deploy in their negotiations and interactions).
* Skills transfer only comes with **practice/application**; our virtual sessions and work between sessions drive that development process via challenging and relevant exercises, simulations, role-plays and other experiential action skills development interactions with me and colleagues. The cases used during the program will be chosen to best address participant needs, and will likely include policy negotiations inside and/or between governments.

I have attached a draft outline of the session, subject to revision after receipt of participant questionnaires.

# Israel National Defense College

# Negotiation Workshop

# Draft Outline

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

Approximately 2 weeks before workshop begins

Complete a negotiation questionnaire. (These will remain confidential)

1 June 13:00-14:30

Read short negotiation best practices summary.

Read Case 1.

To ensure that we use our time most effectively and to familiarize participants with some of the concepts and tools that will be discussed and used throughout the workshop, we ask that they prepare for the workshop before their arrival. A questionnaire will be distributed in advance to all participants. The questionnaire asks participants to reflect on their current approaches and questions, objectives for the program and asks them to describe, for their use and ours, [an existing or upcoming negotiation] this may sound to some of them too "formal". Maybe enlarge scope to some sort of interaction which will require negotiation skills? that they find challenging or problematic. We will ask participants to read a short document outlining core practices and introducing the negotiation framework.

***Session 1 - Overview of Best Practices (2 hours)*** 1 June 15:00-17:00

**Introduction and Purposes of the Workshop**

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

**Case 1**

**Prepare Case 1**

**Role Play** **Case 1**

I will guide the participants through the use of the framework as a structure/template to prepare for negotiation. The participants who volunteer will then role play this case in front of the class with me.

 ***Assignment between sessions Maybe separate and enlarge font. 2 June 13:00-14:30***

 **Participants read, prepare and negotiate Case 2.**

**Participants read selected newspaper articles on current (to be selected) international policy negotiation**

***Session 2 – Analysis, Preparation and “Set-up” (2 hours) 2 June 15:00-17:00***

**Q and A**

**Debrief of Case 2**

**Preparation Best Practices**

Additional preparation tools and practices, and best practices from the participants.

**Preparation Application**

Participants analyze a current policy case utilizing presented preparation templates and tools.

 ***Assignment between sessions – same comment. 3 June 13:00-14:30***

 **Participants will read, prepare and negotiate Case 3**

***Session 3 - Skills “at the table” (2 hours) 3 June 15:00-17:00***

**Q and A**

**Debrief of Case 3**

##### Guidelines of Conduct

Some best practices, including balancing inquiry and advocacy

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

 ***Assignment between sessions – same comment. 4 June 13:00-14:30***

**In small groups, participants apply tools to real cases faced by participants or prepare or prepare/negotiate Case 4.**

**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 (2 hours) 4 June 15:00-17:00***

**Q and A**

**Debrief Application Sessions**

**Dealing with Difficult Negotiators or Situations**

**Going Forward**