

ISRAEL NATIONAL DEFENSE COLLEGE
NEGOTIATION WORKSHOP
WORKING OUTLINE

1 June

Assignment before first session (1 June 13:00-14:30)

Read short negotiation best practices summary (last 8 pages in workshop binder)
Read the Radio Station Case (for use Day 1)
Scan the General Instructions for 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/scan selected 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, reflecting participant questionnaire responses) and explain the means by which we will try to achieve those purposes. As part of this segment, I also ask participants to discuss in small group 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 – Radio Station

Prepare Radio Station

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

2 June

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

Participants read, prepare and negotiate case 2 - 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

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.

3 June

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

Participants will read, prepare and negotiate case 3 - 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

Selling Exercise

Additional Guidelines of “At-The-Table” 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).

4 June

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

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

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.