

**Training on Effective Negotiation Behaviour within the *Negotiation*
and communication skills in enhancing university staff qualifications
(UMNEKO) project**

Gliwice, 27-29/06/2022

TRAINER: Dr. Aldís Guðný Sigurðardóttir, ZOPA ehf., Iceland

TRAINING STRUCTURE AND TEACHING METHODS:

1. The course will be taught in a three-day seminar (whole day activities).
2. Teaching will be done using a combination of approaches ranging from lectures to case studies, discussions and class exercises.
3. Active participation throughout the course is expected as essential and crucial for reaching the learning outcomes by participants.

PROGRAMME:

time	Monday 27 th of June	time	Tuesday 28 th of June	time	Wednesday 29 th of June
09:00 – 10:30	Introduction; lecture on basic concepts and methodology (claiming value, creating value, preparation etc.).	09:00 – 10:30	Introduction of the day, short lecture, assigning into groups and preparation for the exercise.	09:00 – 10:30	Reading and preparing the Case V.
	<i>Break</i>		<i>Break</i>		<i>Break</i>
10.50 – 12.15	Exercise – participants try out their negotiation skills Results, feedback, and discussion - Case I.	10.50 – 12.15	Exercise – Case III. Results; a feedback session.	10.50 – 12.15	Lecture: Power, trust, strategy, tactics etc.
	Lunch (Zajadálnia CEK)		Lunch (Zajadálnia CEK)		Lunch (Zajadálnia CEK)
13.15 – 14.30	Lecture on how to prepare for any negotiation.	13.15 – 14.30	Lecture on negotiation style – Participants will get their preferred style and learn how that knowledge can benefit them.	13.15 – 14.30	Lecture on do's and don'ts and relevant behavioral science. Talk about emotions and how to deal with difficult people.
	<i>Break</i>		<i>Break</i>		<i>Break</i>
14.50 – 16.00	Negotiation with a fellow participant – Case II. Results, discussion, concluding remarks and wrap up the day.	14.50 – 16.00	Negotiation exercise with fellow participants - Case IV.	14.50 – 16.00	Case VI (exercise). Wrap up and end of the training discussion. Certificates distribution.

Organisers reserve the right to modify the programme if required due to unforeseen external or internal reasons.

**Working together for a green,
competitive and inclusive Europe**

TRAINING LEARNING OUTCOMES:

1. Knowledge

The participant will:

- a) learn the key concepts and methods in negotiations
- b) understand the dynamics of each "stage" of the negotiation process
- c) recognise different communication styles and knows how to influence the course of events
- d) understand the importance of culture and how it affects the behaviour

2. Skills:

The participants should be able to:

- a) prepare and plan negotiations efficiently
- b) apply methods, theories, and concepts of negotiation to create mutually beneficial agreements and to maximize the gain for both parties

3. Competences:

The participants should be able to:

- a) actively lead and take part in challenging negotiations
- b) critically assess and develop supporting arguments and recommendations about practical issues in any negotiation setting

The UMNEKO project benefits from a grant of € 13.288 received from Iceland, Liechtenstein and Norway through the EEA Funds. The aim of the UMNEKO project is to strengthen the human capital and knowledge base by increasing employees' communication and negotiation skills and expanding their soft skills.

The action is performed under the EDUCATION PROGRAMME within the framework of Component 1: "Staff Training". The Programme Operator: the Foundation for the Development of the Education System (FRSE) with the seat in Warsaw.

The sole responsibility for the activities and contents provided during the project implementation lies with the SUT as the Project Beneficiary.

**Working together for a green,
competitive and inclusive Europe**