

Session name: The negotiation process					
Duration: 90 min/ 20 min Break/ 90 min					
Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (e.g. Hand-outs, PPTs, Video, etc.)	Materials needed	Lead trainer
15 min	Phases of negotiation - Intro	<p>Facilitated discussion:</p> <p>Start with a question: Based on your experience in negotiating (from your work and from the simulation we just did), what do you think are the phases of negotiation?</p> <p>The trainer(s) will collect the input from participants and, after people have expressed their opinions, the trainer(s) will connect their views with the model presented. A short introduction to each phase will be made:</p> <ul style="list-style-type: none"> <li>○ Preparation</li> <li>○ Sharing</li> <li>○ Bargaining/Haggling and</li> <li>○ Closure and commitment</li> </ul>	PPT with the phase of negotiation/ Phases written on a flipchart	Screen, Laptop, projector Flipchart, markers	1 trainer to facilitate the discussion, 1 (co)trainer to jot down participant input
65 min	Phases of negotiation – World café	<p>World Café</p> <ul style="list-style-type: none"> <li>○ Introduction to the method: 10 min</li> <li>○ Discussion/ table – 4 rotations: 4 x 10 min</li> <li>○ Buffer time for changing tables: 5 min</li> </ul> <p>Trainers will have prepared the tables during break, now they will just reveal the questions for each table:</p> <ul style="list-style-type: none"> <li>○ Preparation: Based both on your previous knowledge and experience in the negotiation exercise discuss what the most important aspects to consider in this phase of the negotiation are. What are the dos and don'ts in this phase?</li> <li>○ Sharing: Based both on your previous knowledge and experience in the negotiation exercise, please discuss what the most important aspects to consider in this phase of the negotiation are. What are the dos and don'ts in this phase?</li> <li>○ Bargaining/Haggling: Based both on your previous knowledge and experience in the negotiation exercise discuss what the most important aspects to consider in this phase of the negotiation are. What are the dos and don'ts in this phase?</li> <li>○ Closure and commitment: Based both on your previous knowledge and experience in the negotiation exercise, please discuss what the most important aspects to consider in this phase of the negotiation are. What are the dos and don'ts in this phase?</li> </ul>	World Café setting	Flipchart paper, markers	2 trainers would be ideal in order to monitor the activity, answer questions, provide support
20 min	Break	During the break people will most likely continue to speak about what they have discussed in the World-Café, share real-life contexts and challenges. This is exactly what you are aiming for, as it is part of the learning process and the creation of the learning environment.			
90 min	Phases of negotiation - deepening	<p>Start table by table, taking the phases in their logical order, allocating 20 minutes for each phase (20 min x 4 phases):</p> <ul style="list-style-type: none"> <li>○ The people at the table present the key elements discussed (The most important aspects to consider + Dos and Don'ts): 10 min</li> <li>○ The trainer validates and completes the information with important input, examples, etc.: 10 min</li> </ul> <p>Clarifications and buffer time: 10 min</p> <p>Afterwards, all flipcharts should be put on the walls or pinboards so that they stay visible for participants.</p> <p>The participants will receive comprehensive information for each phase at the end of the session (printed, by emails, Word documents, PPT, etc.).</p> <p>Note: the PPT needs to be reviewed—less text, more images, short illustrative videos if possible (they can be animations, scenes from movies, anything that can illustrate the phases, principles and techniques introduced by the trainer).</p>	Handout with the information for each phase of negotiation (A possibility could be to have the information prepared on PPT, but make sure not to repeat what was already mentioned by the participants)	Screen, Laptop, projector Flipchart, markers	1 trainer to facilitate the discussion (co-trainers could alternate and be responsible for two of the phases discussed)