

Day 1, Session 3					
Session name: The Negotiation Process					
Duration: 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	Facilitated discussion: Start with a question: Based on your experience in negotiating (from your work and from the simulation we just did), what do you think the phases of negotiation are? 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: <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	<b>World Café</b> <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> Trainers will have prepared the tables during the break, now they will just reveal the questions for each table: <ul style="list-style-type: none"> <li>○ Preparation: Based both on your previous knowledge and on the experience in the negotiation exercise discuss what are the most important aspects to consider in this phase of the negotiation. What are the dos and don'ts in this phase?</li> <li>○ Sharing: Based both on your previous knowledge and on the 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 on the 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 on the 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 of the creation of the learning environment.			

Commented [1]: Hyperlink to Section