

Session name: Negotiation skills					
Duration: 90 min/ 20 min break/ 90 min					
Hours/ Time	Topic/ Activity	Method and description of activity flow	Training materials needed (e.g. Handouts, PPTs, Video, etc.)	Materials needed	Lead trainer
15 min	Negotiation skills - Intro	<p>Facilitated discussion</p> <p>Start with a question: What do you think are the most important skills in negotiation? The (co) trainer will jot them down and cluster them. The trainer will integrate the participants' input and introduce the six key negotiation skills they are going to focus on in the next session:</p> <ul style="list-style-type: none"> <li>○ Concentrating on interests not positions</li> <li>○ Building Trust</li> <li>○ Paying attention to effective communication</li> <li>○ Bargaining range</li> <li>○ Reducing embarrassment of negotiating team ("saving face")</li> <li>○ Use of power by parties.</li> </ul>	Negotiation skills already prepared on different papers/in a PPT slide	Screen, Laptop, projector  Flipchart, markers	1 trainer to facilitate the discussion (co-trainers could alternate and be responsible for 2 of the phases discussed)
40 min	Negotiation skills – deepening (Jigsaw)	<p>Jigsaw – Option 2 (Group Work Adapted Version)</p> <p>Participants will be divided into six groups, each corresponding to one of the key negotiation skills. Ideally, you would have a maximum of five participants in each group. In each small group they will identify what the skills mean in terms of behavior. What would a person who has this skill do within a negotiation process? What would they not do? They should also think of examples from their work experience and prepare a short flipchart with keywords to present to the other groups.</p> <p>Optional: Additionally, they will prepare a short three-minute role play to illustrate this skill. As one group role plays, the others are observing and after it, they state how the characters in the role play managed to express this skill. What did they do that they managed to build trust/concentrate on interests, etc. Keep in mind that including this option is highly-participative, but might be more time-consuming.</p> <p>The trainer will also provide feedback or brief input if necessary for every skill after the presentation of the small group and interventions from all the participants. The participants will receive comprehensive information regarding the negotiation skills at the end of the session (printed, by emails in the form of Word, PPT, etc.).</p> <ul style="list-style-type: none"> <li>○ Introduction to the task: 5 min</li> <li>○ Small group work: 30 min</li> <li>○ Presentation/Illustration of 2 skills: 40 min (20 min/skill)</li> </ul>			2 trainers would be ideal in order to monitor the activity, answer questions, provide support and to alternate when discussing the skills
20 min	Break				
90 min	Negotiation skills – deepening (Continuation)	<p>Presentation/Illustration of Four Skills: 80 min (20 min/skill)</p> <p>The trainer will also provide feedback or brief input if necessary. The participants will receive comprehensive information regarding the negotiation skills at the end of the session (printed, by emails in the form of Word, PPT, etc.).</p> <p>A possibility could be to have the information prepared on PPT, but make sure not to repeat what the participants already mentioned. Keep in mind that using a PPT will add extra-time (at least 10 minutes to each of the skills).</p>	Handout with the information for negotiation skills		2 trainers