

Business Negotiations Syllabus

Week/Module	Topics
Week 0	<ul style="list-style-type: none"> • Demo Video • Welcome to the course • Course Schedule • Grading Policy • Exam Details • FAQ
Week 1: Negotiation Fundamentals	<ul style="list-style-type: none"> • Understanding Negotiation • Reasons for Negotiation • Scope and Elements of Negotiation • Summary • Weekend assessment
Week 2: Perception and Cognition in Negotiation	<ul style="list-style-type: none"> • Weekly Overview • Perception Defined • Perceptual Distortion • Cognitive Biases in Negotiation • Summary • Weekend assessment
Week 3: The Negotiation Process: Four Stages	<ul style="list-style-type: none"> • Weekly overview • Stage I: Preparation • Stage II: Opening Session • Stage III: Bargaining • Stage IV: Settlement • Weekend assessment
Week 4: Strategy and Tactics of Distributive Bargaining	<ul style="list-style-type: none"> • Weekly Overview • Introduction to Distributive Bargaining • Strategies of Distributive Bargaining • Hardball Tactics • Dealing with Typical Hardball Tactics • Weekend assessment
Week 5: Strategy and Tactics of Integrative Bargaining	<ul style="list-style-type: none"> • Weekly Overview • Introduction to Integrative Bargaining • Key Steps in the Integrative Negotiation Process • Distributive vs Integrative Bargaining

	<ul style="list-style-type: none"> • Summary • Weekend assessment
<p>Week 6: Conflict and Negotiation Strategy</p>	<ul style="list-style-type: none"> • Weekly Overview • Definition of Conflict • Functions and Dysfunctions of Conflict • Conflict Handling Styles • Key Strategy Elements • Strategy 1: Increments of Concession • Strategy 2: Principled Negotiation • Strategy 3: Multiple Equivalent Simultaneous Offers (MESOs) • Strategy 4: 3-D Negotiation • Summary • Weekend assessment
<p>Week 7: Power and Influence in Negotiation</p>	<ul style="list-style-type: none"> • Weekly Overview • Definition of Power • Sources of Power • Dealing with others who have more power • The Central and Peripheral Routes to Influence • The Role of Receivers – Targets of Influence • Summary • Weekend assessment
<p>Week 8: Communication in Negotiations</p>	<ul style="list-style-type: none"> • Weekly Overview • Basics of Communication • What is Communicated during Negotiation • How People communicate in Negotiation: Characteristics of Language, Non-verbal Communication • How to improve communication in Negotiation • Summary • Weekend assessment
<p>Week 9: The Influence of Culture on Negotiations</p>	<ul style="list-style-type: none"> • Weekly Overview • Common Expectations for Surface Behaviour: Etiquette, Protocol and Deportment • Influence of Deeper Cultural Characteristics on Negotiations • Summary • Weekend assessment

<p>Week 10: Intercultural Communication and the Negotiation Process</p>	<ul style="list-style-type: none"> • Weekly Overview • Underlying Expectations • Ritual and Process Expectations • Strategies for Handling Cultural Differences at the Negotiation Table • Summary • Weekend assessment
<p>Week 11: Managing Negotiation Impasses</p>	<ul style="list-style-type: none"> • Weekly Overview • The Nature of Difficult to Resolve Negotiations and Why they occur • Fundamental Mistakes that causes impasses • Preventing Impasses • How to resolve Impasses • Summary • Weekend assessment
<p>Week 12: Best Practices in Negotiation</p>	<ul style="list-style-type: none"> • Weekly Overview • An Overview of Best Practices in Negotiation • Summary • Weekend assessment

Final Exam Details:

If you wish to obtain a certificate, you must register and take the proctored exam in person at one of the designated exam centres. The registration URL will be announced when the registration form is open. To obtain the certification, you need to fill out the online registration form and pay the exam fee. More details will be provided when the exam registration form is published, including any potential changes. For further information on the exam locations and the conditions associated with filling out the form, please refer to the form.

Grading Policy:

Assessment Type	Weightage
Weekend Assessment	25%
Final Exam	75%

Certificate Eligibility:

- 40% marks and above in weekend assessment
- 40% marks and above in the final proctored exam



Disclaimer: In order to be eligible for the certificate, you must register for enrolment and exams using the same email ID. If different email IDs are used, you will not be considered eligible for the certificate.