

1) DESCRIPTION OF THE TOOL

This task is aimed at practicing negotiating skills by performing several roleplaying roles in which two learners negotiate with each other at the group forum. Three learners will be asked to observe and provide feedback. The rest of the group will be the audience.

Introduction of the trainer.

- Step 1: create groups of negotiations and division of tasks
- Step 2: preparation of negotiations
- Step 3: playing roles: negotiations.
- Summary.

2) OBJECTIVES OF THE TOOL

1. Acquiring the ability to use the language of persuasion and obtain relevant information from the other side.
2. Ability to prepare for negotiations
3. Ability to find personal and other interests
4. Ability to listen carefully

3) CONNECTION OF THE TOOL WITH THE SKILL

This exercise has strict connection with the modules of negotiations from IO 1 especially part related to BATNA

4) RESOURCE MATERIALS

[http://s8cdfbf74db4f5e24.jimcontent.com/download/version/1380638460/module/8466216594/name/%C4%86wiczenie%20Rozdzia%C5%82%207-1%20\(PL\).pdf](http://s8cdfbf74db4f5e24.jimcontent.com/download/version/1380638460/module/8466216594/name/%C4%86wiczenie%20Rozdzia%C5%82%207-1%20(PL).pdf)

5) HOW TO APPLY THE SKILL

Scenario 1:

1 Renter:

You meet the owner of the apartment which you are interested to rent. It is small and on the top floor with no lift, but the offer is perfect for you and you are very interested. The starting price is 600 euros per month; try to negotiate 450euro, alternatively, you can agree to 500 euros if electricity costs are included in the rental price

1 Owner:

You are the owner of the flat and you meet the potential tenant in your studio in Paris. The flat is very small, in addition on the 4th floor (there is no lift). It has a living room / kitchen and bedroom, plus a small bathroom with a shower and the toilet. You are trying to get a rent of 600 euros for this flat of 20 sq m, but now you are willing to reduce this fee to 500 euros if you consider the potential renter as the right person. Electricity costs are very low as the flat is well insulated, so be prepared for an option to include electricity costs in rent if it is required in the negotiations.

Scenario 2:

2 Seller:

You sell your old bicycle at a garage auction. Although it cost 200 euros, it is already 8 years old and is very worn out. The minimum price you want to take is 50 euros.

2 Buyers:

You see the bike you are interested in at the garage auction. You negotiate the price with the seller, it seems that it is worth spending at least 100 euros, but of course you would be happier if you could pay less.

The trainer divides the group into five groups of five learners (depending on the size of the group). Two learners will negotiate based on a brief description of the roles - communicated to them by the trainer. Three learners will closely observe two learners during the negotiations, and then they will express their opinion on what went well and what would be worth improvement. You will receive sheets to write your comments.

Sheet of preparation of negotiations

1. What result would you like to get (what is your BATNA).....
2. Prioritize your goals according to their importance
 - a) Very important - certainly will not give way
 - b) Moderately important but not decisive
 - c) Less important - you want to achieve them, but not at the price of resignation

Observation card

Name of the observer:

What went well?

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What could the negotiator improve to improve the negotiation results?

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6) WHAT TO LEARN

On the basis of the exercise, the learner will learn the basics of negotiating, identifying your own interests and the other party, as well as persuading the other party to your reasons.

