

Course unit title:	Negotiating Skills		
Course unit code:	QSM440		
Type of course unit:	Elective		
Level of course unit:	Bachelor (1 st cycle)		
Year of study:	4		
Semester when the unit is delivered:	7 or 8		
Number of ECTS credits allocated :	6		
Name of lecturer(s):	Mrs. Georgia Daniel		
Learning outcomes of the course unit:	<ol style="list-style-type: none"> 1. Outline the principles and the proper practice of negotiation 2. Implement negotiating skills to resolve disputes in construction projects. 3. Identify the common elements and the basic strategic blocks of negotiation 4. Describe how multiparty negotiations can reach a settlement and how the interests of the various parties concerned can be satisfied and or controlled, in order to avoid complications reach the stage of stagnation, ADR or of the court door steps. 5. Distinguish between various bargaining styles, attitudes and behaviours, and appropriately strategically use their interests to avoid claims and disputes. 		
Mode of delivery:	Face to face		
Prerequisites:		Co-requisites:	None
Recommended optional program components:			
Course contents:	Principles of negotiation. Preparation methods, issues, priorities. Leverage power. Negotiation strategies, tactics, deals. Psychology of negotiating parties, body language, impulse stage. Dispute resolution methods, mediation and arbitration approaches.		
Recommended and/or required reading:			
Textbooks:	<ul style="list-style-type: none"> • Getting To Yes: Negotiating An Agreement Without Giving In, Roger Fisher & William Ury. • Negotiating Essentials, Theory Skills & Practices, Michael R. Carrell & Christina Heavrin 		
References:	<ul style="list-style-type: none"> • Bargaining For Advantage Negotiation Strategies For Reasonable People, G. Richard Shell, A Penguin Book • Negotiating Globally 2nd Ed. How To Negotiate Deals, Resolve Disputes, And Make Decisions Across Cultural Boundaries, Jeanne M. Brett • Secrets Of Power Negotiating Roger Dawson, 15th Ed. 		
Planned learning activities and teaching methods:	The course is delivered through theoretical lectures in class and case studies in the class. The lectures present to the student the course content and allow for questions. The learning process is enhanced with the requirement from the student to analyse relevant case study examples. Besides from the notes taken by students in class, all of the course material is available through the class website on the e-learning platform. Finally the instructor is available to students during office hours or by appointment in order to provide any necessary tutoring.		
Assessment methods and criteria:	<ul style="list-style-type: none"> • Assignments: 25% • Midterm Tests: 25% • Final Exam: 50% 		
Language of instruction:	English		
Work placement(s):	No		

