


S4D4C Training Material for Workshops on Science Diplomacy

Negotiation Skills – Presentation

1.1.1 Description

<p>Background</p>	<p>This training material is an output of the project S4D4C – Using science for/in diplomacy for addressing global challenges (www.s4d4c.eu). S4D4C has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 770342.</p> <p>The project S4D4C selected and developed training materials (presentations, methods, exercises, games, etc.) for trainings on Science Diplomacy for different target groups (mainly diplomats, scientists and science diplomats). These materials are open source under creative commons licences (see below for the applicable license).</p> <p>Please notice that we have used external sources for the preparation of this presentation. Therefore please label this information accordingly:</p> <ul style="list-style-type: none"> - Top Ten Effective Negotiation Skills, source: https://smallbusiness.chron.com/top-ten-effective-negotiation-skills-31534.html - Getting to Yes: How to Negotiate Using the Harvard Principle, source: https://www.inloox.fr/entreprise/blog/articles/getting-to-yes-how-to-negotiate-using-the-harvard-principle/
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Details on the attribution	<p>Basically, you are free to share and adapt for any purpose with attribution (more information about the licence is provided at the end of the document).</p> <p>Creator: Maria Josten and Andreas Müller S4D4C (Horizon 2020 project 770342). www.s4d4c.eu https://www.dlr.de/pt/en/</p> <p>We are happy if you drop us a line when re-using the materials to learn about their dissemination: contact@s4d4c.eu.</p>
Short description	<p>This presentation provides some general rules for preparing negotiations as well as a very short summary of the Harvard Negotiation Method. It offers examples from our working experiences related to the preparation of S&T agreement negotiations. Furthermore, it contains a short exercise on how to visualise and repeat the content of the presentation.</p>
Learning objectives	<p>The main goal of this presentation is to learn how to prepare for negotiations. The participants will learn several steps and attitudes (see "Top Ten Effective Negotiation Skills", source: https://smallbusiness.chron.com/top-ten-effective-negotiation-skills-31534.html):</p> <ul style="list-style-type: none"> - Problem analysis to identify interests and goals - Determination of goals, areas for discussion and alternatives to the stated goals - Active listening - Unemotional discussions - Clear description of targets and preferred measures - Flexibility - Building good relationship - Ethics and reliability <p>Furthermore, it shows that a win-win solution cannot be reached in every situation; we have to prepare for making a compromise. The presentation therefore introduces in the Harvard Method as well, which does not look for the "perfect" solution, but to develop options, e.g. a mind map (see "Getting to Yes: How to Negotiate Using the Harvard Principle", source: https://www.inloox.fr/entreprise/blog/articles/getting-to-yes-how-to-negotiate-using-the-harvard-principle/).</p> <p>Two tasks for the participants will conclude this training unit in order to integrate the content into one's own learning.</p>
Material type	<p><input checked="" type="checkbox"/> presentation <input type="checkbox"/> method <input type="checkbox"/> simulation game <input checked="" type="checkbox"/> exercise <input type="checkbox"/> other: _____.</p>
Overall content category (if adequate and applicable)	<p><input type="checkbox"/> What is Science Diplomacy? <input type="checkbox"/> Who are the Science Diplomacy stakeholders? <input type="checkbox"/> How does the European Union practice Science Diplomacy? <input type="checkbox"/> Which thematic and regional approaches of Science Diplomacy do exist? <input checked="" type="checkbox"/> What set of skills do I need to be a good science diplomat?</p>

	<input type="checkbox"/> Which are good examples where Science Diplomacy has proven to be successful?
Target groups (1)	<input checked="" type="checkbox"/> Mainly for scientists <input type="checkbox"/> Mainly for diplomats <input type="checkbox"/> For any of the groups
Target groups (2)	<input checked="" type="checkbox"/> Mainly for beginners in Science Diplomacy <input type="checkbox"/> Mainly for trainees with basic understanding of Science Diplomacy <input type="checkbox"/> Mainly for advanced science diplomats <input type="checkbox"/> For any of the groups
Group size	<input type="checkbox"/> For individual learners <input checked="" type="checkbox"/> For small groups (up to 20) <input checked="" type="checkbox"/> For large groups (between 20 and 100) <input type="checkbox"/> For any group size
Duration	<p>This presentation including discussions and exercises take approximately 30 minutes. It includes the following phases:</p> <p>I. Phase: You may start the presentation with the question "Can you reach a win-win solution?" if the interests of the partners differ totally, and if "yes", "how can you reach it?" The participants could reply according to their experiences. (3 minutes). An alternative offers the warming-up exercise on "Negotiations" (30 minutes).</p> <p>II. Phase: The content of the presentation is generic and easy to understand for a broad audience. Each slide may serve as a trigger (if suitable) for the participants to present examples from their daily work. (10 minutes)</p> <p>III. Phase: This last phase focuses on keeping at least some of the rules in mind (15 minutes). You might offer two exercises and the participants choose one of them:</p> <p>Option 1: "Letter to myself" Each participant takes a card and writes down the answer to the following question: How can you make your negotiation a successful one?</p> <p>Option 2: "My picture" Each participant chooses a picture he/she likes and answers the question: Which negotiation rule seems most important to me?</p> <p>Please ask 5-6 volunteers to present their "letter" or "picture".</p>
Level of interactivity	<input type="checkbox"/> high <input checked="" type="checkbox"/> medium <input type="checkbox"/> low
Preparation and material needed	For the preparation of this presentation, the trainer should be acquainted with the general rules for negotiation. He/she should know the Harvard Negotiation Method and have experiences from

	<p>different negotiation situations. Laptop and projection system should be available.</p> <p>For the final exercise the trainer will need colourful cards or bigger post its (Option 1) and/or postcards with different pictures or printed photos (Option 2) which the participants can choose from</p>
Recommended use case and guidance for the trainer	<p>As recommended above a warming up session could be helpful for setting up the context of the presentation.</p> <p>Furthermore, a simulation game could be used as a consolidation of the learned methods.</p> <p>Please make sure that you have enough examples for each step concerning the preparation of negotiations: You should explain them detailed and authentically.</p> <p>Please make clear that these are just general advices; there are different ways to negotiate. Please underline that different styles of negotiations and negotiating persons should be taken into consideration and be prepared to give some examples.</p>
Further resources and links	<p>Please find further detailed information at:</p> <ul style="list-style-type: none"> - https://de.slideshare.net/figual/the-harvard-negotiation-method - https://www.pon.harvard.edu/daily/dealmaking-daily/the-art-of-deal-diplomacy/ - https://www.academia.edu/35741294/DIPLOMATIC_FORMS_AND_STYLES_OF_NEGOTIATION_1_Structural_diplomatic_styles_and_forms
Evaluation and assessment	<p>A direct implementation of the learnt skills in a simulation game is the best way to test the relevance of the taught context.</p>

Annex – Details on the License

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