

Negotiating Across Borders

(from a German-U.S. perspective)

Seminar Design

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Workshop Design for a two-day

Cross-Cultural Negotiations Training

Time	Activity	Training Purpose
DAY 1		
10 min.	Welcome and introduction	Opening & establishing credibility
15 min.	Expectations of both trainer & participants	
Transition: <i>After exploring the expectations of participants and trainer, introduce the workshop objectives that refers and reinforces (corrects) the expectations that have been expressed.</i>		
15 min.	Participants introduce themselves; stress cross-cultural experiences and why they need to improve their negotiation skills	Participants get to know each other; information sharing
30 min.	Participants think of a failed negotiation and explain why it failed	General introduction to the field of negotiation through self-thinking
30 min.	Qualities of a good negotiation	Becoming conscious of the different facets of a negotiation
Transition: <i>After examining the general concept of negotiation, we will analyze the intercultural factors</i>		
45 min.	Cultural factors that affect negotiations; characteristics of good intercultural negotiator	Understand how different cultural values can greatly modify expectations during a negotiation

60 min.	Communication differences between U.S. and Germans	Gaining skills at 'reading' U.S. and German behaviors and developing appropriate responses
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60 min.	LUNCH	
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Transition : *We have looked at the cultural aspects of a negotiation and now to its contents*

120 min.	Different stages of a negotiation	Distinguishing each stage of a negotiation and their importance
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Transition : *Now that we have a thorough understanding of the negotiation process, let's look at what the experts say*

45 min.	Video Film	Group learns from the experts on how to be a 'top' negotiator
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30 min.	Phrases to use and avoid	Becoming more linguistically skilled
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DAY 2

15 min.	Review and Preview	Set the stage for activities of day 2
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120 min.	Harvard Model of Negotiation	The importance of focusing on interests and not on bargaining over positions
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45 min.	Case study	To reconfirm the main points of the Harvard model
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1 hr.	LUNCH	
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Transition : *Now that we have understood the importance of interests, let's take a look at another technique to improve your skills — the art of questioning*

30 min	The importance of questions in negotiations	Practicing and improving one's own skills at asking (or not asking) questions
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120 min	Role play	Practicing your newly acquired knowledge
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Transition : *What have you learned in the past two days? What tools can we use to improve our cross-cultural negotiation skills?*

15 - 20 min.	Group analysis of main points	Summary
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	Participants do the summing up	Action plan for international negotiators
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