

HRM 4490 A 2024 (S1 Blended) Negotiations for Human Resources Management

Administration

Instructor: Lisa Violo
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Course location: Ross South 105 on Wednesdays from 2:30 p.m. to 5:30pm
Office Hours: By appointment only, email instructor to schedule

Course Information

Course Objectives The main objective is to learn how to analyze the critical factors of a negotiation and be able to prescribe a course of action that provides a reasonable chance for beneficial outcomes. There is no 'one size fits all' approach to successful negotiation; by understanding and analyzing a negotiation situation, you will learn skills that help you to manage a new situation and to decide which strategies are most effective.

Another objective is to gain appreciation for the importance of negotiation as a means for resolving disputes in business and other situations. While a manager needs analytical skills to develop optimal solutions to problems, a broad array of negotiation skills is needed to gain acceptance for and to implement these solutions. Thus, this course is designed as hands-on to complement the technical and diagnostic skills learned in other courses you have taken in the HR program.

Class Format Instructor led discussion followed by a negotiation exercise and debrief

Course Resources

Textbook *Essentials of Negotiation, 4th Canadian Edition*, by Lewicki, Tasa, Barry, and Saunders.

Negotiation Exercises We will be using negotiation exercises each week, many of which are proprietary. You have paid a supplementary course fee, which covers the copyright permissions.

Additional Readings Required readings are listed in the outline below. These readings are mandatory. For the articles that are available through the library, you will need to be on York's network, or logged in through the library's proxy server, to access the articles.

Course Assessments

Weightings	Participation & Preparation	35%
	<i>Attendance 5%</i>	
	<i>Verbal Class Participation 20%</i>	
	<i>Negotiation Planning Sheets 5%</i>	
	<i>Negotiation Agreement Sheets 5%</i>	
	Online Quizzes	30%
	Final Negotiation Paper	35%

Participation and Preparation We will negotiate in class every week. Because of this format, full attendance and participation is crucial to your own and your classmates' learning and success. If you must miss a class due to an emergency, you must let me know at least 3 hours in advance as I will need to find a solution for your negotiation partner(s).

Valuable contribution includes diligent application of your skills and knowledge in negotiation exercises and class discussions each week. When the negotiation is distributed online each week, read it, and complete the **Negotiation Preparation Worksheet**. Some weeks, at random, the instructor will grade the worksheets. Every week, there will be an online quiz to test on weekly readings (10 questions or fewer). Quiz questions are primarily multiple choice and true/false. Quizzes must be

Online Quizzes completed individually. The time limit to complete each quiz is typically 1 minute per question. Once you launch the quiz, it must be completed – you cannot return to it later. To ensure that you are not kicked out of the quiz, please use a wired internet or very reliable wireless connection. **No grade adjustments will be made if a wireless connection is used and it cuts out during your quiz.**

Final Negotiation Paper Students will be placed into groups. You will negotiate to arrive at the best outcome possible for all parties. You will also complete a final negotiation paper based on questions provided by the instructor. Details about this assignment will be posted on the course website closer to the deadline.

Class Protocol

Academic Integrity Please be reminded of York University's policies with respect to academic integrity. Violations of academic integrity are considered very serious and will be investigated in accordance with policy. The policy can be found at: <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Course Participation This is a highly interactive course. It includes hands-on negotiation activities, class discussion, readings, written papers, and more. It requires students to attend class, remain current with assigned work, and contribute verbally during every class.

Missed Classes and assessments Missed course work and attendance will be graded as zero. Exceptions for extreme circumstances such as illness and family emergency will be dealt with on a case-by-case basis. If approved, the missed grade weighting will be added to another element of the course, or a new deadline will be scheduled. If you are ill, a doctor that first-hand witnessed your symptoms must complete the latest version of the University's Attending Physician's statement . This completed form must be submitted within 48 hours of missing the course work to the instructor at which time it will be reviewed.

Assessment Deadlines All assignments must be submitted online through our course website by the deadline listed on the class schedule. Late assignments will not be accepted and will result in a grade of zero.

Assignment formatting & report citation All written assignments should follow the formatting and citation guidelines listed on the document named "Formatting Guidelines for Written Assignments". This document can be found on the course website. ***There will be grade deductions for instructions that are not followed.***

Email correspondence All emails sent to course instructor must include the student's full name and course name. Anonymous emails will not receive a reply.