

BUS 340 – Contract and Purchasing Negotiation Techniques

Course Description

Presents the theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for procurements. Includes preparation and conduct of negotiations and emphasizes interactions prior to/during negotiations and methods of dealing with situations under different types of negotiations. The focus is on federal government contracting.

Instructional Materials

Dawson, R. (2011). *Secrets of power negotiating* (3rd Ed.). Franklin Lakes, NJ: The Career Press.

Course Learning Outcomes

1. Describe the skills and behavior needed for effective negotiations.
2. Understand and apply the various negotiating strategies.
3. Demonstrate the need to plan, organize, direct and control as an effective negotiator.
4. Build an effective negotiating team and design an effective negotiating strategy.
5. Conduct effective negotiations research.
6. Distinguish contracts and purchasing negotiation activities.
7. Use technology and information resources to research issues in contracting and purchasing negotiation techniques.
8. Write clearly and concisely about issues in contracting and purchasing negotiation techniques.