

Name of programme: **Supply Chain Management (MSc)**

<b>Title of Module</b>	<b>Meetings and Negotiations</b>
Responsible person	Prof. Dr. Monika Maria Möhring
Lecturer	Rose Zeller-Hofer M.A., Riosin Russ MSc
Module Code	LDS01
Type of Module	X obligatory module, O elective module
Level	O BA O BSc O BEng, O MA x MSc O MEng O MBA
Language	English
Related Degree Programme/s	Supply Chain Management (M.Sc.)
Department	Management and Communication
Location	O Gießen, x Friedberg
Availability/frequency of module	O every semester, O annually in the Winter Semester, x annually in the Summer Semester,
Hours per Week / Workload	3 HpW, contact hours per week 150 H in total
Number of CrP/ECTS	5 ECTS/CrP
Forms of instruction	X lecture, X seminar, O supervised training, O laboratory practical course
Qualifications and Goals	<p>The abilities to manage/lead meetings and to conduct negotiations are fundamental skills of managers. This compulsory course will provide students a deep insight into strategies and techniques of organising meetings effectively and conducting negotiations successfully.</p> <p>Following theoretical training, students are expected to practice their understanding under true-to-life conditions. They will improve their problem-solving, communication and social skills by attending in class simulations and role-plays. Furthermore, students will develop managerial responsibilities and intercultural competences.</p> <p>After completion of the course, students are expected to be able to:</p> <ul style="list-style-type: none"> <li>- prepare, lead and evaluate meetings effectively</li> <li>- analyse and to assess negotiation situations</li> <li>- develop negotiation strategies and to execute techniques to negotiate effectively</li> <li>- take into account intercultural differences in international meetings and negotiations</li> </ul>
Short Description of Contents	This compulsory course will provide students a deep insight into strategies and techniques of organising meetings effectively and conducting negotiations successfully.
Description of Contents	<p><b>Learning Unit 1: Managing Meetings Effectively</b></p> <ul style="list-style-type: none"> <li>- preparing a meeting</li> <li>- defining meeting objectives</li> <li>- chairing a meeting effectively</li> <li>- evaluating a meeting</li> <li>- in-class simulation of meetings (role-playings)</li> </ul> <p><b>Learning Unit 2: Conducting Negotiations Effectively</b></p> <ul style="list-style-type: none"> <li>- types of negotiations</li> <li>- phases of negotiations</li> <li>- negotiation strategies and techniques</li> <li>- ethics of negotiations</li> <li>- cultural aspects of international negotiations</li> <li>- case studies in negotiations and in-class simulation of negotiations (role-playings)</li> </ul>
Prerequisites	(1) B2 level in English; (2) matriculation on master level

Assessment	x oral (x examination of 2*20 minutes, O presentation), O written (O final exam, O term paper)
Literature/Textbooks	TBA
Other	