

Workshop

The Secrets of Negotiation

**Workshop for female scientists with
DR. LUKAS BISCHOF** from Freiburg

www.lukasbischof.eu

Date: **Friday, 17.11.2023** (9:00 - 17:00)
and Saturday, 18.11.2023 (9:00 – 16:00)

Location: University of Freiburg, Faculty of Engineering,
Georges-Köhler-Allee, 79110 Freiburg
Building 80, Seminar room
[no. 13 in Campus plan View <https://uni-freiburg.de/universitaet/universitaet-im-ueberblick/kontakt-und-wegweiser/lageplaene/technische-fakultaet/>]

Registration: Please register via nuudle
<https://nuudel.digitalcourage.de/dXHlrKuDOKFaGqSb>

Workshop Description:

Negotiation is one of the more essential skills for interpersonal and professional success. In this workshop, we will explore the secrets of negotiation. We will cover essential negotiation skills, including preparation, communication, active listening, and creative problem-solving. We will also delve into the nuances of gender and negotiation, including gender biases, managing emotional reactions, and dealing with power imbalances.



Through interactive exercises, case studies, and role-playing, you will gain a powerful framework as well as lots of practical skills and tools to hone your negotiation abilities.

After the workshop, you will be able to articulate your values, assert your interests, and build mutually beneficial relationships in your personal and professional lives. Whether you are negotiating for a new job, a promotion, a raise, or navigating personal relationships, this workshop will provide you with the tools and insights to achieve your goals.

Objective of the workshop:

- Understand the essential negotiation skills and strategies
- Develop a greater awareness of gender and negotiation dynamics
- Learn how to navigate power imbalances and overcome gender bias
- Build confidence in negotiation and assert your interests effectively
- Cultivate creative problem-solving and build mutually beneficial relationships.

Workshop Contents:

- Introduction to negotiation: Definition of negotiation, different types of negotiation, and the importance of negotiation skills.
- Understanding your goals and interests: Identifying and prioritizing your objectives and interests in negotiation, and how to align them with the other party's interests.
- Preparing for negotiation: Gathering information, analyzing the situation, and developing a negotiation strategy.
- Communication skills in negotiation: How to effectively communicate your message, active listening, and building rapport with the other party.
- Managing emotions in negotiation: Understanding how emotions can affect negotiation outcomes, and strategies to manage your emotions and the emotions of the other party.
- Overcoming gender bias in negotiation: Discussion of the different gender biases that can affect negotiation outcomes, and how to recognize and overcome them.
- Power dynamics in negotiation: Understanding power imbalances, and how to negotiate when there is a significant power differential.
- Creative problem-solving: Techniques for finding mutually beneficial solutions and expanding the negotiation pie.
- Negotiating in different contexts: Applying negotiation skills in different situations, such as negotiating a raise, negotiating a contract, or negotiating with family members.
- Building long-term relationships: How to build trust and establish long-term relationships with the other party.
- Practice negotiation scenarios: Interactive exercises and role-playing to practice negotiation skills in a safe and supportive environment.
- Action plan: Developing an action plan to apply the skills learned in the workshop to real-life negotiation situations.

The specific contents may vary depending on the length and format of the workshop, as well as the needs and goals of the participants.

Program: “The Secrets of Negotiation”

Day 1: Understanding negotiation

Time	Topic
<i>Until – 9.00</i>	<i>Arrival of participants</i>
<i>9.00 – 9.45</i>	Welcome, introduction of the participants, clarification of expectations, agreements & intentions for the Workshop
<i>9.45 – 10.30</i>	Win as much as you can! – negotiation 1 <i>Practice and reflection</i>
<i>10.30 – 10.45</i>	<i>Coffee break</i> ☐
<i>10.45 – 12.00</i>	Fundamentals of Interest Based Negotiations (IBS) <i>Input and practice</i>
<i>12.00 – 13.00</i>	Applying what we have learned in negotiation 2 <i>Practice and reflection</i>
<i>13.00 – 14.00</i>	<i>Lunch Break</i>
<i>14.00 – 17.00</i>	The defensiveness trap and how to create a collaborative atmosphere in negotiations <i>Input and exercise</i>
<i>17.00</i>	<i>End of Day 1</i>

Day 2: Mastering negotiation

Time	Topic
<i>9.00 – 9.30</i>	Review of Day 1: Discussion of open questions
<i>9.30 – 10.30</i>	Status, gender and other stereotypes in negotiations <i>Input and discussion</i>
<i>10.30 – 10.45</i>	<i>Coffee break</i> ☐
<i>10.45 – 12.00</i>	Applying what we have learned in negotiation 3 <i>Practice and reflection</i>
<i>12.00 – 13.00</i>	<i>Lunch Break</i>
<i>13:00 – 14.00</i>	Action plan: Preparing for your negotiations
<i>14.00 – 15.00</i>	Peer coaching in negotiating in different contexts
<i>15.00 – 16.00</i>	Wrap-up and reflection of the workshop Evaluation and conclusion
<i>17.00</i>	<i>End of the workshop</i>

Contact:

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 **LUKAS BISCHOF**
HOCHSCHULBERATUNG



Dr. Lukas Bischof studied Organizational Psychology, Business Administration, and Higher Education Management, holds a Master's Degree (Dipl.-Psych.) in Organizational and Work Psychology. He completed his PhD research on the changing governance of higher education systems in Post-Soviet countries.

Between 2011 and 2016 he worked as a consultant and project manager at the Center for Higher Education Development (CHE Consult1) on quality assurance systems, internal quality management and organizational development for universities, different think tanks and ministries of education (e.g. in Germany, Moldova, and Mongolia). For the European Commission he conducted research projects on legislative frameworks in Quality assurance and cross-border provision of higher education services as well as the quality assurance in large-scale European Projects (TEMPUS, DG EAC Culture Program). Since 2008, he conducted over 100 projects, workshops and trainings on different aspects related to higher education management. He has spent periods of study in Germany, Spain, Russia, Kazakhstan and Kyrgyzstan and is a fluent speaker of English, German, Russian, Spanish, and has intermediate fluency in French.

Dr. Lukas Bischof is the founder of *Lukas Bischof Hochschulberatung*, an associated consult at CHE Consult and a senior expert at the Higher School of Economics (Moscow).