**Module 5: Prepare for Negotiation**

Teaching Plan

Overview/Purpose

This module prepares participants for the types of conversations they will have during a transfer negotiation. Participants will plan to negotiate, practice communication skills to reach agreement and prepare to manage stress.

**Prerequisites**

Module 1: Vision and Values Worksheet, Needs Assessment Worksheet, SMART goals worksheet, Asset Inventory Worksheet

**Trainer Set-up Notes**

**WORKSHOP DELIVERY:** This workshop can be adapted to a wide range of environments. While best delivered in person in a room with audio-visual set up and a computer, it can be adapted to be delivered virtually, indoors, outdoors, with or without access to an internet connection.

**ESTIMATED TOTAL TIME:** 2 hours of student learning (not including case studies)

**WORKSHOP SET UP:** Trainers should review the Training Manual, Resources Lists and other materials ahead of time and prepare either digital or printed copies of the student handouts. Further, review the Storyboard and customize the slides with images, videos and talking points meaningful your audience. If you have involved other presenters, be sure to collect their photos and logos ahead of time so that you can create the welcome slide. If you would like to show a case study, review the case study videos and activity guide ahead of time to determine the best fit for your audience and topics covered.

**WORKSHOP SUPPLIES AND EQUIPMENT:**

* Module 5 Story board (to present on-screen or through printed notes) and any case studies you might use
* Training Manual Instructions
* Group note-taking tools
* Student copies of:
  + Student Learning Plan
  + Student Resource List
  + Prepare to Negotiate Worksheet
  + Communicate to Reach Agreement Worksheet
  + Address Stressful Conversations Worksheet
  + Communication Styles Information Sheet

### What participants will learn

**COMPETENCY**: Negotiate a win-win agreement.

**LEARNING OBJECTIVES:**

1. Define who is involved and what you need from a negotiation.
2. Prepare to support your position.
3. Identify behaviors that maintain trust.
4. Practice effective communication skills to reach agreement.
5. Manage stress in negotiations.

**IMPORTANT ASSIGNMENTS** (Assessment/Artifact)

* Complete your Next Steps to a Farm or Ranch Transfer Action Plan

**Workshop Activities**

| # | Learning Activity | Teaching notes | Materials/Supplies |
| --- | --- | --- | --- |
| 1. | LEARNING PLAN OVERVIEW AND INTRODUCTIONS  Participate in introductory activities and review learning objectives. | PRIOR TO CLASS MEETING  Review Workshop Set-up Notes  TIME: 10 minutes  1. Welcome Participants  2. Facilitate an introduction activity.  3. Handout and review the Module 5 Student Learning Plan and Student Resources List.  4. Present introduction slides. | Teaching Plan  Student Learning Plan |
| 2. | MOTIVATION ACTIVITY  Participate in a group introduction to negotiation scenarios. | Time: 15 minutes  1. Go around the room and ask participants to take 60 seconds to share where they are in the process regarding a potential negotiation.  2. Summarize their answers on a flip chart white board, or screen. | Group note taking tools  Needs Assessment Worksheet |
| 3. | COMPREHENSION ACTIVITY  View a presentation on setting yourself up for success in negotiation. | Time: 10 minutes  1. Present Part 1 of the Module 5 Storyboard, Set Yourself up for Successful Negotiations | Module 5 Storyboard |
| 4. | PRACTICE ACTIVITY  Complete the Prepare to Negotiate worksheet.  Reference the following worksheets to prepare:  Vision and Values Worksheet  SMART Goals Worksheet  Needs Assessment Worksheet  Asset Inventory Worksheet | TIME: 20 minutes   1. Ask your participants to complete the “Prepare to Negotiate “worksheet.   OPTION: Participants can work in small groups or alone. | Prepare to Negotiate Worksheet  Reference the following worksheets:  Vision and Values Worksheet  SMART Goals Worksheet  Needs Assessment Worksheet  Asset Inventory Worksheet |
| 5. | COMPREHENSION ACTIVITY  Participate in a presentation and discussion on communicating to reach agreement.  Review Building Trust Info Sheet | Time: 20 minutes   1. Present Part 2 of the Module 5 storyboard, Communicate to Reach Agreement. 2. Point participants to the Communication Styles Information Sheet. | Module 5 Storyboard  Communication Styles Information Sheet |
| 6. | PRACTICE ACTIVITY  Practice communication, trust and point of view skills to use in negotiation conversations. | Time: 15 minutes  1. Give participants 10 mins to complete the “Skills to Reach Agreement” worksheet.  2. Pair up participants and have them practice making requests. And then switch.  3. Partners observe the feelings and needs of the presenter and how the request made them feel and share back with the presenter. | Communicate to Reach Agreement Worksheet |
| 7. | COMPREHENSION ACTIVITY  View a presentation on managing stress in negotiations. | Time: 10 minutes  1. Present Part 3 of the Module 5 Storyboard, Manage Stress in Negotiations | Module 5 storyboard |
| 8. | PRACTICE ACTIVITY  Practice skills to reduce stress and maintain calm in negotiations. | Time: 15 minutes   1. Give Participants 15 minutes to work on the worksheet, in pairs or individually, titled Address Stressful Conversations. 2. Lead a group reflection.   3. Assign any remaining components not completed as homework. | Address Stressful Conversations Worksheet |
| 9. | NEXT STEPS  Plan to move ahead with your next steps to a farm or ranch Transfer. | Time: 5 minutes  1. Thank the group for the work.  2. Instruct them on how you can follow up.  3. Finally, distribute the student resource list if you haven’t already. | Student Resource list |