Unit 303 Negotiate in a business environment

UAN:	**H/506/1912**
Level:	3
Credit value:	4
GLH:	18
Relationship to NOS:	This unit is linked to the Business & Administration (2013) National Occupational Standards: • CFABAG124 Negotiate in a business environment.
Assessment requirements specified by a sector or regulatory body:	All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.
Aim:	This unit aims to develop the knowledge and skills required to negotiate in a business environment and introduces learners to the principles underpinning negotiation. Upon completion of this unit, learners will be able to prepare for business negotiations and carry out business negotiations.

Learning outcome
The learner will: 1. Understand the principles underpinning negotiation.
Assessment criteria
The learner can: 1.1 describe the requirements of a negotiation **strategy** 1.2 explain the use of different negotiation **techniques** 1.3 explain how research on the other party can be used in negotiations 1.4 explain how cultural differences might affect negotiations.

Assessment Guidance
Strategy: • plan • tactic • approach

Techniques:

- 'The Persuasion Tools Model'
- Win-Win
- 'Lewicki & Hiam'

Evidence may be supplied by:

- report
- professional discussion
- questioning

Learning outcome
The learner will: 2. Be able to prepare for business negotiations.
Assessment criteria
The learner can: 2.1 identify the: a. purpose b. scope c. objectives of the negotiation 2.2 explain the scope of their own authority for negotiating 2.3 prepare a negotiating strategy 2.4 prepare **fall-back stances** and compromises that align with the negotiating strategy and priorities 2.5 assess the likely objectives and negotiation stances of the other party 2.6 research the strengths and weaknesses of the other party.

Assessment Guidance
Fall-back stances: Eg A last ditch compromise. **Evidence may be supplied by:** • report • product • professional discussion • questioning

Learning outcome
The learner will: 3. Be able to carry out business negotiations.
Assessment criteria
The learner can: 3.1 carry out negotiations within responsibility limits in a way that optimises opportunities 3.2 adapt the conduct of the negotiation in accordance with changing circumstances 3.3 maintain accurate records of: a. negotiations b. outcomes c. agreements made 3.4 adhere to: a. organisational policies and procedures b. legal and ethical requirements when carrying out business negotiations.

Assessment Guidance
Evidence may be supplied by: • report • product • professional discussion • questioning • witness testimony.

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Supporting information

Guidance

Whilst working through this unit, any report at this level would need to be in excess of 500 words. The report can be holistic and supported by other methods of evidencing ie observation report, product etc.