

Meeting & Negotiation 講座

Week	トピック
Week 1	Introduction to Meetings <ul style="list-style-type: none">- Outline of course,- Types of roles in meetings - Chair, Facilitator, Timekeeper, Notetaker, Participant- Chairing a Meeting, Facilitating a Meeting, keeping Time in a Meeting, Taking Notes in a meeting, Participating in a Meeting- Overview of components of Meeting Structure- Level 10 Meetings
Week 2	Introduction to Brainstorming <ul style="list-style-type: none">- Brainstorming Do's and Don'ts,- The Spider Method,- Creative / Innovation Brainstorming- Giving Opinions, Ideas, & Suggestions- Giving Feedback on Ideas,
Week 3	Problem Solving Meeting Roleplays <ul style="list-style-type: none">- Putting it all into Practice- Changing Roles- Group Feedback
Week 4	Negotiating Basics <ul style="list-style-type: none">- Game Theory vs Win-win- Prisoner Dilemma- Negotiating - do's and don'ts- Body Language
Week 5	Negotiating Theory <ul style="list-style-type: none">- ZOPA- BATNA- Thinking out of the Box- Getting to Yes
Week 6	Negotiating Meeting Roleplays <ul style="list-style-type: none">- Putting it all into Practice- Changing Roles- Group Feedback

※人数や進捗状況によって上記の内容を変更することがあります。