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## Course Information

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**Course Title:** Negotiation #367616

**Number of continuing education credit hours recommended for this course:**

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

**CPA: 5** (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

### Course Description

The *Negotiation* course provides an overview of the negotiation process. It introduces the basic negotiation concepts, including the best alternative to a negotiated agreement, the reservation price, and the zone of possible agreement. The course also notes the differences between distributive and integrative negotiations. It addresses the characteristics of a negotiator, how to prepare for a negotiation, and the types of tactics that can be used in a negotiation. Attention is also paid to dealing with failing negotiations, negotiations with employees and suppliers, and how to measure the effectiveness of negotiations.

**Program Delivery Method:** NASBA QAS Self-Study (interactive)

### Subject Codes/Field of Study

NASBA (CPA): Business Management & Organization

### Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None.

Advance Preparation: None

### **Course Content**

Publication/Revision date: 10/28/2016

Author: Steven M. Bragg, CPA.

Final exam (online): Twenty-five questions (multiple-choice).

### **Instructions for taking this course**

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed on the following page, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

### **Instructions for Taking the Final Exam Online**

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

#### **Additional Information**

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

# Learning Objectives

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- Recognize when it is not appropriate to engage in a negotiation.
- Describe how value creation through trades works.
- Describe the different win-loss combinations and what causes each one.
- Note the core elements driving the outcome of a deal.
- Describe the characteristics of a successful negotiator.
- Recognize the impact of anxiety on a negotiation.
- Identify the types of preparation work to complete prior to a negotiation.
- Describe how to deal with a weak BATNA.
- Note the circumstances under which to hire a professional negotiator.
- Note the advantages of framing in a negotiation.
- Cite the options available for relieving tension in a negotiation meeting.
- Recognize the nature of the negotiator's dilemma.
- Note the variations on how a commitment statement can be sent.
- Recognize the situations in which an exploding offer may be used.
- Describe when final-offer arbitration is used and its shortcomings.
- Note the differences between arbitration and mediation.
- State why a negotiation should be fully documented.
- Describe why the timing of additional settlements can be beneficial.
- Identify the options for reducing the financial burden of a compensation arrangement.
- Identify the members of a negotiation team and note why they are on the team.
- Recognize the different types of cost-sharing clauses that may be used with a supplier.
- Note the offsetting clauses that can be used when a buyer wants to include an early contract termination clause in a contract.
- Identify the factors that can be used to judge the outcome of a negotiation.

## About the Author

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**Steven Bragg, CPA**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written numerous books on accounting, finance, and human resources/personnel.

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