The University of Southern Queensland

Course Specification

Description: Workplace Negotiation

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<tr>
<td>MGT</td>
<td>3000</td>
<td>20197</td>
<td>1, 2003</td>
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<td>1.00</td>
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Academic Group: FOBUS
Academic Org: FOB003
HECS Band: 2
ASCED Code: 080309

STAFFING
Examiner: Simon Fry
Moderator: Ben Swanepoel

RATIONALE
Many countries over the last 25 years have tended to decentralise their industrial relations. This has led to an industrial relations system based upon agreement-making at workplace and enterprise levels. The effective management of the employee relationship requires of managers and of human resource practitioners a comprehension of the process in, skills of, and issues raised by, negotiation, advocacy and conflict resolution.

SYNOPSIS
This course contains three principal components. In the first, it sets out to provide students with an opportunity to understand some of the theory of bargaining, or negotiations, and how bargaining strategies might be employed. The course will also look at some of the substantive issues which are negotiated at the workplace. These will be considered from a managerial perspective by considering improving workplace performance through productivity, efficiency and flexibility. The course will likewise consider bargaining and negotiation from an employee and union perspective. The second component introduces students to the theory and practice of advocacy. Third, negotiation and advocacy occur within the context of other conflict resolution strategies. Managers and human resource practitioners require a broad understanding of the origins and manifestations of workplace conflict and of the institutional strategies available for its resolution.

OBJECTIVES
On successful completion of this course students will be able to:

- identify some of the major issues in contemporary industrial relations in the workplace;
- distinguish the difference between collective processes and participative processes;
• understand and analyse the different bargaining processes and strategies found in the workplace;
• understand and analyse issues in employee participation and empowerment;
• develop an awareness of the ethical issues in workplace relations.

### TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction</td>
<td>6.50</td>
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<tr>
<td>2. Employee Participation and Empowerment</td>
<td>17.00</td>
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<tr>
<td>2.1. Employee Participation</td>
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<td>2.2. Empowerment</td>
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<td>3. Conflicton Resolution</td>
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<td>3.1. Conflict</td>
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<td>3.2. Conflict Resolution</td>
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<td>3.3. Mediation, Conciliation and Arbitration</td>
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<td>4. Negotiation</td>
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<td>4.1. Collective Bargaining</td>
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<td>4.2. Negotiation</td>
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<td>4.3. Reaching Agreement</td>
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<td>4.4. Productivity, Efficiency and Flexibility</td>
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<td>4.5. Bargaining and Workplace Performance</td>
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<tr>
<td>5. Industrial Relations Ethics</td>
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<tr>
<td>5.1. Ethics in Industrial Relations</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


(REvised edition)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS
Assessment 35
Directed Study 75
Private Study 55

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT</td>
<td>100.00</td>
<td>50.00</td>
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<td>06 Jun 2003</td>
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<tr>
<td>3 HOUR EXAMINATION</td>
<td>100.00</td>
<td>50.00</td>
<td>Y</td>
<td>END S1 (see note )</td>
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NOTES:

The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
To complete the assignment satisfactorily, students must obtain at least 50% of the marks available for the assignment. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve at least 50% for the assignment, 50% for the examination, and at least 50% of the available weighted marks for the summative assessment items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
This is a restricted examination. Candidates are allowed to bring only writing and drawing instruments into the examination. Students are permitted to bring a paper-based translation dictionary into the examination venue. Electronic dictionaries are not permitted in an examination venue. Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.

7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/business/polproc/index.htm or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

9 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide
proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date or by including an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The Examiner will not accept submission of assignments by facsimile. (vi) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (vii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner’s convenience.

10 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.