

Instructions:

The session will comprise of two Phases. Each Phase has two rounds of negotiation.

1. Once people start arriving instruct the women to sit at seats marked with a green sticker, and men to sit at seats marked with a red sticker.
2. If there are incomplete table, ask people to move around in order for each team to have 4 participants. Once everyone is seated, the presenter can start.
3. Each table will have two men (M1, M2) and two women (W1, W2).
4. On each table there is an amount of four Riyals to be split by between the two pairs (two Riyals each). The two Riyals for each pair will be in increments of 50 Halalahs (four 50 Halalah units).

NOTE: When distributing the instructions it's important to remember that M1 & W1 get the same instructions and that M2 & W2 get the same instructions as this will impact the following round. If you receive instruction A in the first round of phase one, you will also have instruction A for the second round. The same thing applies to instruction B. This is to keep the target hidden throughout each phase.

Phase One: Secret instructions #1

Round One: Opposite gender negotiation, set of secret instructions #1

5. During this round M1 will be paired with W1 and M2 with W2.
6. The negotiation will occur between two people only. This means each table will have two ongoing negotiations at the same time.
7. The presenter will state the objective, to negotiate the highest amount of money for each participant.
8. Each table is assigned a volunteer. The volunteer in charge of the team keeps the secret instructions until the presenter is done explaining the rules. When the presenter signals the volunteers, they distribute the instructions.
9. Each negotiation is timed, 8 minutes.
10. The volunteer is responsible for monitoring the negotiations and making sure the rules are followed.
11. Once the timer is up, the volunteer must fill out the scoring sheet for that round.

These are the rules:

- Participants can share some information from the secret instructions, but they cannot share the target, since doing so would compromise the effectiveness of this negotiation exercise.

- Participants can only negotiate deals in increments of 50 Halalahs only (i.e. the only allowed combinations are ½, 1, 1 ½, and 2 Riyals), meaning the participants cannot break up the money further than the given 50 Halalah units.
- Money cannot be added beyond the original distributed amount.

Round 2: Same gender negotiation, set of secret instructions #1

12. Once the negotiation is done, the presenter asks the pairs to change. During this round M1 will negotiate with M2 and W1 with W2.
13. The presenter explains that the objective and rules are the same. The same set of instructions will be used.
14. The negotiation is timed, 8 minutes.
15. A facilitator is in charge of all the volunteers. While the negotiation is ongoing, the facilitator inputs the first round scores from all the volunteers into the scoring sheet.
16. The winner will be determined by finding out who managed to negotiate the highest amount above their target.
17. The volunteer is responsible for monitoring the negotiations and making sure the rules are followed.
18. Once the timer is up, the volunteers must fill out the scoring sheet for that round.

Phase 2: Secret instructions #2

Round 1: Opposite gender negotiation, set of secret instructions #2

- In this Phase, follow the same steps 1 – 18. The process is identical as Phase one, however, the set of secret instructions that will get distributed is different.

Round 2: Same gender negotiation, set of secret instructions #2

- In this Phase, follow the same steps 1 – 18. The process is identical as Phase one, however, the set of secret instructions that will get distributed is different.

After the Challenge is Completed:

1. Once the timer for the second round of the second Phase is done, the volunteers fill the scoring sheet for that round. The facilitator then enters the Phase 2 scores into the Excel sheet while the presenter asks the participants to answer the keypad questions and goes over the takeaways.
2. Keypad questions here are asked about the negotiation experience.
3. Go over results of the keypads, highlighting any differences in gender tables noticed.

4. The Excel sheet will calculate the results and display on screen.
5. Congratulate the winning team.
6. Thank the volunteers.

Secret Instructions:

Round 1:

Instruction A: Salary Negotiation - You are an employer and have two Riyals in your budget allocated to the department's salary raises this year. One of your employees (your opponent) is negotiating a raise for themselves. The maximum amount you are willing to give them is one Riyal. You are basing your decision on the employee's recent drop in performance as well as making sure the budget can support other pay raises within the group. Nevertheless, your aim is to get away with giving them less so you may award higher raises to this year's higher performers.

Target: One Riyal

Instruction B: Salary Negotiation - You are an employee aware that there are two Riyals in the budget for salary increases this year. You are negotiating a pay raise with your boss and aiming for a minimum of half a Riyal. You have not received a pay raise in four years and as a result feel underappreciated and demotivated which has affected your performance badly over the last year. Although you would settle for half a Riyal you also want to try and push for more.

Target: Half a Riyal

Round 2:

Instruction A: Charity Worker - Recently, an earthquake has hit an impoverished area and emergency response quickly ran out of supplies and aid so your organization responds by deploying you to the local business in an attempt to collect funds. You know this company has been active in donations to various charities in the past and have an idea that they are willing to go up to two Riyals although you are more likely to get one. The minimum amount you should negotiate for is one Riyal but you are aware the crisis requires much more money so are willing to negotiate for as much as possible.

Target: One Riyal

Instruction B: Owner of Company - You are approached by a charity worker requesting financial aid for an emergency fund after an earthquake strikes a poor area. Although you have two Riyals in your spare fund, the company has been suffering very bad losses after a scandal broke out involving the company with government bribes. The financial losses that resulted mean this budget would make a huge difference if re-injected into the company,

but you also know that not aiding the charity with this cause would only cause another tidal wave of bad media that could result in further losses. You could be willing to give up one Riyal but your aim is to get away with giving as little as possible so that you can just show the public that you have participated and use the rest of the budget internally.

Target: One Riyal

Time break down:

Action	Time (minutes)
1. Welcome and Phase 1 Instructions	5
2. Phase 1, Round 1	8
3. Phase 1, Round 2	8
4. Phase 2 Instructions	5
5. Phase 2, Round 1	8
6. Phase 2, Round 2	8
7. Voting	5
8. Take-aways and Results	5
Total	52

How we decide who wins points:

Phase 1:

Action	Points	Comments
Reaching a final agreement	20 / pair	They only get these points if both pairs at the table reach a final agreement, if only one then table gets 0
Reaching individual target	20 / person	For each person who reaches an individual target they get 20 points (so minimum of 0 and maximum of 60 points per table)
Sharing your target with your negotiation partner	-100 / pair	
Using other combinations of money	-100	

Phase 2^[1]:

Action	Points	Comments
Reaching a final agreement	20	They only get these points if both pairs at the table reach a final agreement, if only one then table gets 0
Reaching individual target	60 / person	For each person who reaches an individual target they get 60 points (so minimum of 0 and maximum of 240 points per table)
Sharing your target with your negotiation partner	-100 / pair	
Using other combinations of money	-100	

^[1] Scoring is different to motivate more challenging negotiations appropriate to the increase in individual targets

Volunteers roles:

Number of Volunteers needed: 15 volunteers (1 per table)

No	Action	Volunteer Role	Note
1	Before we start	Make sure that your tables are consistent with the gender breakdown table in terms of the following a. Table numbers b. Gender break down c. Layout and order of instructions	- 60 people - 15 tables - 2 males, 2 females to each table
2	After facilitator explains instructions	Ensure everyone at the table understand what they need to do in Phase one. Gender breakdown is very important to the exercise, so the teams on each table should be 2 males or 2 females at Round 1	
3	Challenge	Handout appropriate Round and Phase instructions only at the beginning of each Phase	Make sure participants understand instructions and emphasize the classified nature of the target, no other participant may be allowed to know what the others' target is
4	At the end of each Phase facilitator asks the teams to stop	Make sure the teams stop at the set time and record the final agreed amounts for each participant.	
5	During the negotiation	Submit scoring sheet to facilitator to input scores into Excel scoring sheet.	

6	Presenter explains round 2	Switch the partners so that teams are now made up of 1, female and 1 male in each pair.	Make sure that the man who got instructions A is paired with the woman who got instructions B. otherwise they will have the same instructions and cannot have a negotiation.
7	Points calculation	Once the final Round 2, Phase 2 is concluded submit sheet to facilitator to input the table's over all scores by using the scoring calculations for Phase 1 and 2	
8	After the session ends	Fill out the final scores sheet and report the results	
9	Winning team announced	Get up the front and be in the picture with your team	

Thank you for your help 😊

Scoring sheet:

Team Number: _____

	Phase 1		Phase 2	
	Round 1	Round 2	Round 1	Round 2
Reaching a final agreement (Yes/ No) Only put yes if both pairs reached a final agreement				
Reaching individual target (input number of people who reached their target)				
Sharing your target with your negotiation partner (Yes / No) If at least one pair has shared then input yes				
Using other combinations of money (Yes / No)				