

**Why At the Table  
Negotiating Skills  
Workshop is Important**

Superintendents, senior district administrators, and other members of the district's collective bargaining team are continually working to improve their at-the-table skill - whether acting as district spokesperson, advising the spokesperson, or preparing to step into the spokesperson role. Almost all negotiations interactions involve some form of posture, tactic, and strategy. Both understand what the other party is doing and how to react, and the preparation and execution of the district's specific negotiating strategies, becomes critical to success. "For every move there is a countermove." This workshop is designed to provide participants with an understanding of the art of table negotiations, enhancement of basic negotiating skills, and appreciation of the dynamics of face to face bargaining.

Participants will team-work negotiations: preparation - ground rules and proposal writing; exchange of proposals; reaction; caucus; posture, tone, and tactics; concession; and closure. Different tactical moves will be practiced, debriefed, and evaluated. Listening skills and assessment skills will be practiced. Activities will be guided by a highly skilled professional negotiator.

**Workshop Faculty**

***James N. Mills, Ph.D.***

Dr. James Mills is a highly regarded, veteran school superintendent and professional negotiator. He has a rare combination of administrative experience, "at the table" negotiations experience, and a high-energy public presentation style.

During his career as a professional negotiator he has represented twenty-two New York school districts in collective bargaining and has personally negotiated over one hundred and twenty agreements. Dr. Mills has taught upper level graduate courses in collective bargaining at SUNY Fredonia and is currently an adjunct professor at Niagara University where he teaches graduate courses in Employer-Employee Negotiations.

Dr. Mills is an outstanding presenter that holds interest with his refreshing frankness and candor, and by sharing practical knowledge and meaningful anecdotal experience. His presentations in the workshop series *Fiscal Navigation for Superintendents* continues to be well received and in demand. Jim is a *Past President of The Council (NYSCOSS)*.

**Workshop Administrator**

***James M. Merrins, Ed.D.***

Dr. James Merrins is program administrator of the *Transition to Superintendency Program* and numerous fiscal programs for superintendents. He has 38 years experience as a school administrator, 16 years as Superintendent of Schools in Fredonia and Honeoye, New York. He has taught school law and school finance at SUNY colleges.

An Important Two Day Workshop for Superintendents, District Administrators, Personnel Administrators, and any members of the District's negotiations team wanting to improve their negotiating skills

***At-the-Table  
Negotiating  
Skills Workshop***

With attention to strategic negotiations of the APPR

**Western New York**

**Thursday & Friday**

**December 16 and 17, 2010**

**Monroe 1 BOCES**

**Rochester, New York**

***9:00 AM to 4:00 PM each day***

Hosted and Administered by the  
**Monroe 1 BOCES**

Presented by

**Educational Leadership Institute**

James M. Merrins, Ed.D.

Educational Program Administrator

**SUNY Oswego - School of Education**

Linda Rae Markert, Ed.D., Dean

## Workshop Outline

The *At the Table Negotiating Skills* workshop is an intense, two-day, career enhancement for Superintendents, senior administrators, and school personnel administrators. The emphasis is on development of the negotiating skills needed in district collective bargaining.

**DAY ONE:** The morning will be spent in the review of negotiations strategy, rules of engagement, absolute rules of interest, legitimacy, gains, objective criteria, and strategies and techniques (knowledge, signals, concessions, details, options, order, self interest, fantasies, controls, etc.). Bargaining intangibles will be discussed - communication, personality, style, physical space, past interactions, time pressure, utility, and value. Jim Mills will teach his "16 Tactics" (anchoring, staging, surprise, feinting, authenticity, etc).

In the afternoon participants will be assigned teams and roles, and be introduced to the collective bargaining model. NOTE: the collective bargaining model used in this workshop is a well-developed foundation for professional negotiator skill training; built over the past twelve years in real life negotiations and modified for training school administrators.

## Workshop Outline

(continued)

Teams will review the model collective agreement and review school/community demographics, and then work on developing ground rules, writing proposals, and developing a team protocol strategy (with attention to tone, temperament, and tenor).

**DAY TWO:** The full day will involve face-to-face negotiating, caucus work, and briefing and debriefing. Every participant will be actively involved in negotiating activities. Both the use and recognition of the 16 Tactics will be emphasized.

## Workshop Materials

Each workshop participant will receive workshop related materials and guides.

## Lunch will be provided and is included in the cost.

## BOCES Aidable Costs

The cost of this two-day workshop is \$625 for one person and \$575 for the second and subsequent participants from the same school district.

**Limit of 24 participants.**

## Registration Information

Registration for *At the Table Negotiating Skills* workshops can be completed in any one of two ways.

Complete the registration on line through the Monroe 1 BOCES  
[www.Monroe.edu/ProDevelopment.cfm](http://www.Monroe.edu/ProDevelopment.cfm)

2. Or, access the BOCES registration form from the website  
[www.SuperintendentOfSchools.com](http://www.SuperintendentOfSchools.com)

Telephone 716-672-5473 if you have questions.

Please register at least one week prior to the program date.

Registration confirmation, pre-workshop study materials, and a location map will be mailed to you.

## Questions

James M. Merrins, Ed.D.  
Executive Program Administrator  
**Educational Leadership Institute**  
**SUNY Oswego**  
**School of Education**  
42 Rosalyn Court  
Fredonia, New York 14063  
(716) 672-5473  
FAX (716) 672-5472  
[jmerrins@cecomet.net](mailto:jmerrins@cecomet.net)  
[www.SuperintendentOfSchools.com](http://www.SuperintendentOfSchools.com)