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## PRACTICAL TRAINING FOR APPOINTMENT NEGOTIATIONS

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### **Content**

In this two-day practical training, negotiation strategies specifically for appointment and retention negotiations for Professorships at German universities and methodological tools for successful negotiations are taught. Since the representatives of the university are usually experienced negotiators, optimal preparation for the upcoming negotiations is essential.

The training offers the opportunity to become acquainted with effective instruments for successful negotiations in a practice-oriented manner. With the help of numerous practical examples, practical exercises and role plays, participants will be able to use these instruments in their negotiations in a targeted approach.

The aim of the training is above all the optimal content-related and tactical preparation of a promising self-presentation and argumentation for written and, above all, oral negotiations. Thinking through and acting out concrete negotiation situations usually leads to greater confidence and security in the negotiation process and ultimately to successful negotiation results. A confident appearance and professional handling of one's own strengths and mastery of one's weaknesses also play a major role.

### **Topics**

- Preparing for Appointment negotiations with practical exercises
- Conducting Appointment negotiations with practical exercises and role plays

### **Speakers**

Two legal counsels for civil servant and university law at the DHV

## Schedule

### 1st Day

09.30 – 09.45 Welcome

09.45 – 10.45 Introductory presentation “Course of Appointment negotiations“

10.45 – 11.00 Break

11.00 – 12.30 Presentation and group work “Preparation of the Position paper“

12.30 – 13.30 Break

13.30 – 14.45 Practical exercise “Self-presentation in Appointment negotiations  
(Elevator Pitch)”

14.45 – 15.00 Break

15.00 – 16.00 Presentation and group work “W-salary system and preparation of the  
Salary letter“

### 2nd Day:

9.30 – 11.00 Presentation and practical exercise “Negotiation interests“

11.00 – 11.15 Break

11.15 – 12.45 Role play „Salary negotiations“

12.45 – 13.45 Break

13.45 – 15.15 Role play „Negotiations on Starting package“

15.15 – 15.30 Closing session