



DESCRIPTION OF THE SUBJECT

FIELD OF STUDY	Management
SPECIALISATION	ALL
MODE OF STUDY	Full-time / Part-time
SEMESTER	1

Name of the subject	Negotiation workshops
Hourly dimension of particular forms of classes	Full-time studies – 40 Part-time studies -24
	• lectures Full-time studies – 10 Part-time studies – 8
	• other forms Full-time studies – 30 Part-time studies - 16

Learning objectives:	To make students familiar with the problems related to the process of negotiation in interpersonal relations. To get to know the essence and factors of effective negotiation, negotiation styles and techniques. To develop the ability to conduct effective negotiations.
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Learning outcomes for the subject	
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Number	Learning outcomes, a student who has successfully completed the course will be able to:	Reference of learning outcomes for the programme	The reference to the learning outcomes for the area
K_W01	the student knows the essence, stages, principles and importance of the negotiation process in interpersonal relations	K_W03 K_W06 K_W10 K_W11	P7S_WG P7S_WG P7S_WG P7S_WG
K_W02	the student knows and distinguishes styles of negotiation.	K_W03 K_W06 K_W10 K_W11	P7S_WG P7S_WG P7S_WG P7S_WG
K_U03	the student is able to apply appropriate negotiation tactics and techniques depending on the diagnosed internal and external conditions.	K_U01 K_U07 K_U11	P7S_UW P7S_UO P7S_UK
K_U04	the student has the ability to adapt the negotiation process to selected negotiation situations in interpersonal relations	K_U01 K_U07 K_U11	P7S_UW P7S_UO P7S_UK
K_K05	The student is able to solve problem situations using the knowledge from the scope of negotiations, showing an active attitude in negotiation processes.	K_K04 K_K05 K_K08	P7S_KK P7S_KR P7S_KO
K_K06	the student has the ability to cooperate effectively in a negotiating team, being able to convince the group of his/her views.	K_K02 K_K03 K_K05 K_K08	P7S_KK P7S_KO P7S_KR P7S_KO

Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	Lectures	
T_01	Essence of negotiations; styles of negotiation; negotiation process	K_W01 K_W02
T_02	General characteristics and assumptions of the negotiation process.	K_W01 K_W02
T_03	Characteristics of the negotiation process taking into account the three basic factors (power, trust creativity) affecting the negotiation interaction.	K_W01 K_W02 K_K06
T_04	Negotiation strategies and the most common mistakes made during negotiations.	K_W01 K_W02 K_U03 K_K06
T_05	To learn the mechanisms governing basic negotiation styles.	K_W02 K_W02 K_U03 K_K06
T_06	Negotiation techniques in international relations	K_W01 K_W02 K_U03 K_K06
T_07	Ethics in the negotiation process.	K_W01 K_K06
T_08	Fair outcome of negotiations. Rules for evaluating the outcome of negotiations. Negotiation within an organisation.	K_W01 K_U03 K_K06

	Exercises	
T_09	Personality determinants of negotiation.	K_W01 K_W02 K_U03
T_10	Types of negotiator	K_W01 K_W02
T_11	The influence of emotions on the course and results of the negotiation process.	K_W02 K_U03 K_U04
T_12	The structure of a negotiation conversation. The process of preparation of negotiations, e.g. defining the aim of negotiations, information security of negotiations, etc. Negotiation tactics and techniques.	K_W01 K_W02 K_U03 K_U04 K_K05 K_K06
T_13	Opening and conducting negotiations using specific negotiation tactics and techniques.	K_U03 K_U04 K_K05 K_K06
T_14	Improve the conscious and skilful application of selected negotiation techniques and tactics.	K_W02 K_U03 K_U04 K_K05 K_K06

T_15	Developing partnership negotiation skills to enable sustainable and long-term relationships.	K_W02 K_U03 K_U04 K_K05 K_K06
T_16	Interpersonal communication skills in negotiations. Negotiation in conflict and crisis situations.	K_U03 K_U04 K_K05 K_K06
T_17	Basics of savoir - vivre necessary in negotiations.	K_U03 K_U04
T_18	Body language in negotiations	K_U03 K_U04
T_19	Principles of negotiation in international relations. Adaptation of negotiation techniques to selected cultures	K_W02 K_U03 K_U04 K_K05 K_K06
T_20	Internet and telephone communication in negotiations	K_U03 K_U04 K_K05

Methods and forms of teaching	Educational and curricular content
Lecture with Multimedia presentation of selected issues	
Conversation lecture	T_04 - 08
Problem-based lecture	
Informative lecture	T_01 - 03
Discussion	T_11, T_20
Work with text	
Case study method	
Problem-based learning	
Didactic/simulation game	T_13, T_14
Exercise method	
Workshop method	
Project method	
Multimedia presentation	T_12, T_16, T_19
Audio and/or video demonstration	
Activating methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, snowball method, constructing mind maps)	
Working in groups	T_09, T_10, T_15, T_17, T_18
Other (which ones?) - ...	
...	

Evaluation criteria in relation to particular learning outcomes				
Learning outcome	For the assessment 2	For the assessment 3	For the assessment 4	For the assessment 5

K_W01	the student does not know the essence, stages, principles and meaning of the negotiation process in interpersonal relations.	the student knows the essence, stages, principles and importance of the negotiation process in interpersonal relations.	The student knows the essence, stages, principles and importance of the negotiation process in interpersonal relations at an intermediate level.	the student knows the essence, stages, principles and importance of the negotiation process in interpersonal relations
K_W02	The student does not know and does not distinguish between the styles of conducting negotiations.	The student knows and differentiates styles of conducting a negotiation conversation. At the basic level.	The student knows and distinguishes styles of negotiation at an intermediate level.	the student knows and distinguishes styles of negotiation.
K_U03	The student does not have the ability to apply appropriate negotiation tactics and techniques depending on the diagnosed internal and external conditions.	The student is able to apply appropriate negotiation tactics and techniques depending on diagnosed internal and external conditions at a basic level.	The student is able to apply appropriate negotiation tactics and techniques depending on the diagnosed internal and external conditions at an intermediate level.	the student is able to apply appropriate negotiation tactics and techniques depending on the diagnosed internal and external conditions.
K_U04	The student does not have the ability to adapt the negotiation process to selected negotiation situations in human relations.	The student has the ability to adapt the negotiation process to selected negotiation situations in interpersonal relations at a basic level.	The student has the ability to adapt the negotiation process to selected negotiation situations in interpersonal relations at an intermediate level.	The student has the ability to adapt the negotiation process to selected negotiation situations in interpersonal relations.
K_U05	The student is able to solve problem situations using the knowledge from the scope of negotiations, showing an active attitude in negotiation processes.	The student is able to solve problem situations using the knowledge from the scope of negotiations, showing an active attitude in negotiation processes at a basic level.	The student is able to solve problem situations using the knowledge from the scope of negotiations, showing an active attitude in negotiation processes at an intermediate level.	The student is able to solve problem situations using the knowledge from the scope of negotiations, showing an active attitude in negotiation processes.
K_K06	the student has the ability to cooperate effectively in a negotiating team, being able to convince the group of his/her views.	the student is able to cooperate effectively in a negotiating team	the student has the ability to cooperate effectively in a negotiating team, being able to convince the group to his/her point of view at an intermediate level	the student has the ability to cooperate effectively in a negotiating team, being able to convince the group of his/her views.

Verification of learning outcomes	EK symbols for the module/subject					
	W01	W02	U03	U04	K05	K06
Written test						
Oral exam						
Written credit						
Oral credit	X	X	X	X	X	X
Written colloquium						
Oral colloquium	X	X	X	X	X	X
Test						

Project						
Esej						
Report						
Multimedia presentation	X	X	X	X	X	X
Inne (jakie?) – analiza przypadków, gra dydaktyczna			X	X	X	X
Work during exercises	X	X	X	X	X	X

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	10	8
2. Other forms (joint participation of academic staff and students)	30	16
3. Consultation with the teacher	20	20
Total 1+2+3	60	44
4. Internships (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)	65	81
Total 4+5	65	81
SUMMARY 1+2+3+4+5	125	125
Total ECTS credits according to the study plan	5	

Reference literature	<ul style="list-style-type: none"> – Dąbrowski, P. 1998. Praktyczna teoria negocjacji. Wydawnictwo SORBOG. Warszawa . – Nęcki, Z. 1995. Negocjacje w biznesie. Wydawnictwo PSB. Kraków. – G. Rosa, E. Flejterska, L. Gracz: Komunikacja międzykulturowa w biznesie, Wydawnictwo Naukowe US, Szczecin 2009 – G.Rosa .: Komunikacja i negocjacje w biznesie, Wydawnictwo Naukowe Uniwersytetu Szczecińskiego, Szczecin 2009 – Pease, A. 2005. Mowa ciała. Wydawnictwo JEDNOŚĆ. Kielce.
Complementary literature	<ul style="list-style-type: none"> – Rządca, R. 2003. Negocjacje w interesach: jak negocjują organizacje. Wydawnictwo PWE. Warszawa. – Fisher, R. Ury, W. 1996. Dochodząc do tak. Negocjowanie bez poddawania się. Wydawnictwo PWE. Warszawa. – H.Mruk .: Komunikowanie się w marketingu, Polskie Wydawnictwo Ekonomiczne 2004 – R.R. Gesteland: Różnice kulturowe a zachowania w biznesie, Wydawnictwo Naukowe PWN, Warszawa 2000