

Title Negotiation and techniques of negotiations	Code 1011101371011150715
Field Management - Full-time studies - First-cycle studies	Year / Semester 4 / 7
Specialty -	Course elective
Hours Lectures: 1 Classes: 15 Laboratory: - Projects / seminars: -	Number of credits 4
	Language polish

Lecturer:

dr inż. Małgorzata Spychała
Chair of Humanistic Sciences and Managerial Communication
ul. Strzelecka 11
60-965 Poznań
tel. 61 665 34 15
e-mail: malgorzata.spychala@put.poznan.pl

Faculty:

Faculty of Engineering Management
ul. Strzelecka 11
60-965 Poznań
tel. (61) 665-33-74, fax.
e-mail: office_fem@put.poznan.pl

Status of the course in the study program:

Obligatory course of the study program for Management at the Faculty of Management Engineering.

Assumptions and objectives of the course:

The knowledge of negotiation process and the techniques of negotiation, practical use this knowledge during negotiation

Contents of the course (course description):

Essence of conflict in chosen the social situations; Solving conflicts; The creature of negotiation; The general profile and the foundation of negotiation process; The stages of negotiation: the preparation, choice of place and the negotiators, the presentation of problems, looking for solutions, lock the negotiation and the signature the contract; The profile of negotiation?s styles; Feature "good" negotiator; Rule in negotiations; the techniques of negotiation; Communication in process of negotiation: verbal and nonverbal communication; The manipulation during negotiation; Ethicist in negotiations.

Introductory courses and the required pre-knowledge:

Basic knowledge of social rules during negotiation

Courses form and teaching methods:

classes and lectures

Form and terms of complete the course - requirements and assessment methods:

Written test

Basic Bibliography:

Additional Bibliography: