

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Negotiations and Negotiation Techniques		Code 1011104371011150234
Field of study Management - Part-time studies - First-cycle	Profile of study (general academic, practical) (brak)	Year /Semester 4 / 7
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: First-cycle studies	Form of study (full-time,part-time) part-time	
No. of hours Lecture: 10 Classes: - Laboratory: - Project/seminars: -		No. of credits 4
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art social sciences Social sciences		ECTS distribution (number and %) 4 100% 4 100%
Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	The student knows the basic concepts related to social conflict and negotiation.
2	Skills	The student has the ability to see, to associate and interpret the basic principles of the negotiation process.
3	Social competencies	The student is aware of the importance of the negotiation process in professional and private life.
Assumptions and objectives of the course: The aim is to develop the ability to communicate with the partner during the negotiations, the practical use of the rules of the negotiations during the dialogue, conflict resolution and the ability to use different styles of negotiation.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. The student has knowledge of the conflict and negotiation strategies. - [K1A_W06; K1A_W08]		
2. The student knows the negotiation techniques. - [K1A_W15]		
3. The student has knowledge about process of preparation for negotiation. - [K1A_W16]		
Skills:		
1. The student uses the acquired knowledge to negotiate effectively. - [K1A_U01]		
2. The student is able to analyze and assess the styles of conflict resolution - [K1A_U07]		
3. The student is able to analyze the styles of negotiation. - [K1A_U08]		
Social competencies:		
1. The student is responsible for the preparation and conduction of the negotiation process. - [K1A_K03, K1A_K04]		
2. The student is able to recognize negotiation styles and adapt to the negotiation process. - [K1A_K05]		
3. The student is able to independently analyze the negotiation processes and develop knowledge of negotiation techniques - [K1A_K07]		
Assessment methods of study outcomes		

<ul style="list-style-type: none"> - Discussions summarizing lectures, giving the opportunity to evaluate the student's understanding of the issues; - Scenes featuring situational knowledge of negotiation techniques, - Written test 		
Course description		
<p>Essence of conflict in chosen social situations; Solving conflicts; negotiations planning; The stages of negotiation: the preparation, choice of place and the negotiators, the presentation of problems, looking for solutions, lock the negotiation and the signing off the contract; The profile of negotiation's styles; "good" negotiator competencies; Rules in negotiations; the techniques of negotiation; Communication in process of negotiation: verbal and nonverbal communication; The manipulation during negotiation;</p>		
Basic bibliography:		
<ol style="list-style-type: none"> 1. Cialdini R. (1994): Wywieranie wpływu na ludzi, Gdańsk, Gdańskie Wydawnictwo Psychologiczne 2. Dąbrowski P. (1991): Praktyczna teoria negocjacji, Warszawa, Sorbog; 3. Fisher R., Ury W. (1992): Dochodząc do tak. Negocjowanie bez poddawania się, Warszawa, PWE. 		
Additional bibliography:		
<ol style="list-style-type: none"> 1. Berne E. (1987): W co grają ludzie?, Warszawa, PWN 2. Kennedy G., (1998) Negocjować można wszystko. Warszawa 3. Nęcki Z. (1991): Negocjacje w biznesie, Kraków, Wydawnictwo Profesjonalnej Szkoły Biznesu. 		
Result of average student's workload		
Activity	Time (working hours)	
Student's workload		
Source of workload	hours	ECTS
Total workload	20	4
Contact hours	10	2
Practical activities	10	0