

| STUDY MODULE DESCRIPTION FORM | | |
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| Name of the module/subject Communication in negotiations | | Code 1011105331011188884 |
| Field of study Engineering Management - Part-time studies - | Profile of study (general academic, practical) (brak) | Year /Semester 2 / 3 |
| Elective path/specialty Communication Management in | Subject offered in: Polish | Course (compulsory, elective) elective |
| Cycle of study: Second-cycle studies | Form of study (full-time, part-time) part-time | |
| No. of hours Lecture: 10 Classes: 10 Laboratory: - Project/seminars: - | | No. of credits 3 |
| 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 | | ECTS distribution (number and %) |
| Responsible for subject / lecturer: | | |
| dr inż. Małgorzata Sychała email: malgorzata.sychala@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 interpersonal rules, negotiation process and negotiation techniques. |
| 2 | Skills | The student has the ability to see, to associate and interpret the basic principles of the communication process and he can use negotiation techniques during the discussion. |
| 3 | Social competencies | The student is aware of the importance of the communication 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 communication during the negotiation, 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 extend knowledge of communication process during negotiation. - [K2A_W06, K2A_W09] | | |
| 2. The student knows negotiation strategies, - [K2A_W13] | | |
| 3. The student has knowledge of negotiation and manipulation techniques. - [K2A_W18] | | |
| Skills: | | |
| 1. . The student is able to analyze and assess the styles of communication process during negotiation. - [K2A_U01, K2A_U02] | | |
| 2. . The student uses the acquired knowledge to communicate effectively during negotiation. - [K2A_U03; K2A_U04; K2A_U05, K2A_U06] | | |
| 3. The student is able to analyze the techniques of negotiation and manipulation. - [K2A_U07, K2A_U08] | | |
| Social competencies: | | |
| 1. The student is responsible for the preparation and conduction of the communication process. - [K2A_K01] | | |
| 2. 2. The student is able to recognize communication styles and adapt to the negotiation process. - [K2A_K02, K2A_K03] | | |
| 3. The student is able to independently analyze the negotiation processes and develop knowledge of negotiation and manipulation techniques - [K2A_K04] | | |
| Assessment methods of study outcomes | | |

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| <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 -Exam | | |
| Course description | | |
| <p>1. The analysis of communication process during negotiation - Extended characteristics of the communication process; Factors affecting the process of negotiations, main principles in the negotiations;</p> <p>2. Communication in the negotiation process</p> <p>3. Communication competencies during negotiation</p> <p>4. Negotiation psychology, perception of the negotiations,</p> <p>5. The role of verbal and nonverbal communication during the negotiation process;</p> <p>6. Ethics in negotiations - ethical and unethical behavior in business negotiations. Manipulation during the preparation, conduct and evaluation of negotiation, manipulation techniques in negotiations</p> | | |
| Basic bibliography: | | |
| <p>1. Cialdini R. (1994): Wywieranie wpływu na ludzi, Gdańsk, Gdańskie Wydawnictwo Psychologiczne</p> <p>2. Dąbrowski P. (1991): Praktyczna teoria negocjacji, Warszawa, &#38;#38;#38;#38;#34;Sorbog&#38;#38;#38;#38;#34;.</p> <p>3. Fisher R., Ury W. (1992): Dochodząc do tak. Negocjowanie bez poddawania się, Warszawa, PWE.</p> | | |
| Additional bibliography: | | |
| <p>1. Berne E. (1987): W co grają ludzie?, Warszawa, PWN</p> <p>2. Kennedy G., (1998) Negocjować można wszystko. Warszawa</p> <p>3. Nęcki Z. (1991): Negocjacje w biznesie, Kraków, Wydawnictwo Profesjonalnej Szkoły Biznesu.</p> | | |
| Result of average student's workload | | |
| Activity | Time (working hours) | |
| 1. Lectures | 20 | |
| 2. Individual consultations | 4 | |
| 3. exam | 4 | |
| Student's workload | | |
| Source of workload | hours | ECTS |
| Total workload | 28 | 6 |
| Contact hours | 4 | 2 |
| Practical activities | 14 | 4 |