

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Negotiations and Negotiation Techniques		Code 1011105231011100234
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 technical sciences Technical sciences		ECTS distribution (number and %) 3 100% 3 100%
Responsible for subject / lecturer: dr inż. Małgorzata Spychala 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, negotiation processes and negotiation techniques.
2	Skills	The student has the ability to see, to associate and interpret the basic principles of the negotiation process and he can use negotiation techniques during the discussion.
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 extend knowledge of negotiation process. - [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 conflict resolution - [K2A_U01, K2A_U02] 2. . The student uses the acquired knowledge to negotiate effectively - [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 negotiation process. - [K2A_K01] 2. 2. The student is able to recognize negotiation 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		

<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 negotiation process - Extended characteristics of the negotiation process; Factors affecting the process of negotiations, main principles in the negotiations;</p> <p>2 Analysis of the main phases of negotiation</p> <p>3 Characteristics of the negotiation strategy</p> <p>4.Negotiation techniques in various stages of negotiation - characteristics</p> <p>5. Communication in the negotiation process - negotiation psychology, perception of the negotiations, the role of verbal and nonverbal communication during the negotiation process;</p> <p>7 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:		
<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, &#38;#38;#38;#38;#34;Sorbog&#38;#38;#38;#38;#34;. 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)	
1. Lectures	10	
2. Individual consultations	4	
3. exam	4	
Student's workload		
Source of workload	hours	ECTS
Total workload	18	6
Contact hours	4	2
Practical activities	14	4