



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Business negotiations

Course

Field of study

Mechatronics

Area of study (specialization)

-

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

polish

Requirements

elective

Number of hours

Lecture

30

Laboratory classes

0

Other (e.g. online)

0

Tutorials

0

Projects/seminars

0

Number of credit points

3

Lecturers

Responsible for the course/lecturer:

dr inż. Małgorzata Spychała

Responsible for the course/lecturer:

email: malgorzata.spychala@put.poznan.pl

Faculty of Engineering Management

Division of Marketing and Organization

Development

Prerequisites

The student knows the basic concepts related to social conflict and negotiation.

The student has the ability to see, to associate and interpret the basic principles of the negotiation process.

The student is aware of the importance of the negotiation process in professional and private life.

Course objective

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.



Course-related learning outcomes

Knowledge

1. The student has knowledge of the conflict and negotiation strategies.
2. The student knows the negotiation techniques.
3. The student has knowledge about process of preparation for negotiation.

Skills

1. The student uses the acquired knowledge to negotiate effectively.
2. The student is able to analyze and assess the styles of conflict resolution
3. The student is able to analyze the styles of negotiation.

Social competences

1. The student is responsible for the preparation and conduction of the negotiation process.
2. The student is able to recognize negotiation styles and adapt to the negotiation process.
3. The student is able to independently analyze the negotiation processes and develop knowledge of negotiation techniques

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

written test - 12 questions,

> 50 % - ndst

≤ 50%; 60% ≥- dst.,

< 60%; 70%> dst plus,

≤70%, 85%> db,

≤85%, 91≥ db plus,

≤92%, 100%≥ bdb.

Discussions;

- work in groups, observation of students in class,

Programme content

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;

Ethics in negotiations

Teaching methods

problem lecture / lecture with multimedia presentation, discussion, case studies, group work, role playing

Bibliography

Basic

1. Rządca Robert. (2003). Negocjacje w interesach. Warszawa: Państwowe Wydawnictwo Ekonomiczne.
2. Fisher R., Shapiro D., (2009) Emocje w negocjacjach, Warszawa, J. Santorski & Co Agencja Wydawnicza.
3. Sambor W. i inni, (2013) Scenariusze negocjacji biznesowych, trening umiejętności, Warszawa, Poltex,

Additional

1. Fisher R., Ury W. (1992): Dochodząc do tak. Negocjowanie bez poddawania się, Warszawa, PWE.
2. Kennedy G., (1998) Negocjować można wszystko. Warszawa
3. Nęcki Z. (1991): Negocjacje w biznesie, Kraków, Wydawnictwo Profesjonalnej Szkoły Biznesu.

Breakdown of average student's workload

| | Hours | ECTS |
|---|-------|------|
| Total workload | 75 | 3,0 |
| Classes requiring direct contact with the teacher | 50 | 2,0 |
| Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) ¹ | 25 | 1,0 |

¹ delete or add other activities as appropriate