



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Business negotiations

### Course

Field of study

Product Lifecycle Engineering

Area of study (specialization)

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1/2

Profile of study

general academic

Course offered in

english

Requirements

elective

### Number of hours

Lecture

15

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

### Number of credit points

1

### 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. Fisher R. , Ury W., Bruce p., (2011) , Getting to yes: negotiating an agreement without giving in , updated and rev. edn , Penguin , London
2. Shapiro R, Ronald M. (2015) , The power of nice: how to negotiate so everyone wins — especially you!, Wiley , NJ .
3. Gates S., (2011) , The negotiation book: your def nitive guide to successful negotiating , John Wiley & Sons , New York

Additional

1. Brown D., (2010), Negotiating secrets , Collins , New York/London
2. Warner j., (2000), Negotiating skills , Team Publications , Varsity Lakes, Queensland

### Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,0
Classes requiring direct contact with the teacher	15	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	10	0,5

<sup>1</sup> delete or add other activities as appropriate