



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Negotiations and contracts [S2IŚrod1>NiU]

### Course

Field of study

Environmental Engineering

Year/Semester

2/3

Area of study (specialization)

Water Supply, Water and Soil Protection

Profile of study

general academic

Level of study

second-cycle

Course offered in

polish

Form of study

full-time

Requirements

elective

### Number of hours

Lecture

30

Laboratory classes

0

Other (e.g. online)

0

Tutorials

0

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr Paulina Kubera

paulina.kubera@put.poznan.pl

### Lecturers

### Prerequisites

The student should understand the importance of legal and institutional regulatory mechanisms in social life and in the economy. The student is aware of the role of law in shaping social structures and institutions as well as can assertively express their opinions and argue their position.

### Course objective

Gaining knowledge in the field of negotiation and negotiation techniques as well as the principles of effective communication and the difference between manipulating and exerting influence in social and business relations. Acquiring knowledge of the legal aspects of shaping relationships with partners: establishing legal relations, modes of concluding contracts and their forms, defects of declaration of intent and the principles of representation.

### Course-related learning outcomes

Knowledge:

1. The student has knowledge of business communication as well as negotiation styles and strategies.
2. The student has knowledge of the preparation and conduct of the negotiation process.
3. The student has knowledge of the basic issues related to contract law.

### Skills:

1. The student is able to use the acquired knowledge to conduct negotiations effectively.
2. The student is able to analyze and critically evaluate the styles of conducted negotiations.
3. The student is able to use the acquired knowledge to draw up and terminate contracts in business transactions.

### Social competences:

1. The student is prepared to think and act in an entrepreneurial way.
2. The student is aware of the need to develop social competences in the field of conducting business negotiations.
3. The student acknowledges the responsibility and social role of a technical university graduate in the process of negotiating and concluding contracts.

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

### Formative assessment:

A: The negotiations part: activity in discussions summarizing individual lectures or assigned material (e.g. a book, a film), written assignments given during the semester (e.g. an essay), participation in case-study tasks during the lecture giving the opportunity to assess the understanding of the issues by the student.

B: The contracts part: discussions summarizing individual lectures, legal problems solved during classes, giving the opportunity to assess the understanding of the issues by the student.

### Summative assessment:

The arithmetic mean of two written tests taking the form of a colloquium after completing each of the blocks of classes A and B separately ( $(50\% + 50\% / 2)$ ). The tests can take the on-line form (55% of points for each test).

## Programme content

### NEGOTIATIONS:

Definition and goals of negotiation, factors influencing the negotiation. Negotiation planning - initial stage and role division, function and importance of BATNA (NAPO 1 and NAPO 2) - Issues and negotiation phases. Attributes of a good negotiator and types of negotiators - Styles and negotiating attitudes (position negotiations and the Harvard negotiation project, judgmental versus learning-oriented. Interpersonal communication I (verbal aspects of communication) - the role of verbal communication in negotiations and effective communication, misunderstandings, techniques of active listening, basic negotiation techniques - Interpersonal communication II (non-verbal aspects of communication) - body language and proxemics of speeches during the negotiation process - the role of non-verbal communication in self-presentation. Techniques and methods of negotiation - Face-to-face meetings and on-line negotiations - Methods of influencing, building a positive self-image and winning over people - a modern technique of exerting influence. Finalisation of negotiations - methods of ending and closing the process.

### CONTRACTS:

Parties to the contract (the notion of legal capacity and capacity for legal actions; legal entities: natural persons, legal persons, entities without legal personality having legal capacity). Power of attorney - the notion, types, granting power of attorney, legal consequences of exceeding power of attorney. The notion a legal action. The principle of freedom of contract. Forms of legal actions and the consequences of failure to observe the required form of a legal action. Defects of declaration of intent. Modes of concluding contracts. Preliminary agreement. Additional contractual clauses (securing the performance of the contract, non-competition clause, arbitration clause, etc. Termination of the contract. Renouncing the contract. Its termination by notice.

## Teaching methods

informative, problematic and conversational lecture with the use of multimedia presentation case study, discussion, brainstorming, seminar, demonstration method, written assignments

## Bibliography

Basic:

1. Cialdini, R. (2017). Pre-Swazja. Jak w pełni wykorzystać techniki wpływu społecznego. Sopot: GWP - dostępna dla Studentów na Moodle jako eBook
2. Cialdini, R. (2016). Wywieranie wpływu na ludzi. Teoria i praktyka. Sopot: GWP k
3. Cialdini, R. (2014). Mała Wielka Zmiana. Jak skutecznie wywierać wpływ. Sopot: GWP
4. Kurczuk-Samodulska, A i Kuszlewicz, K. (2021). Umowy gospodarcze w przykładach i wzorach. C.H.Beck, Warszawa

Additional:

1. Gasparski, W. (2012). Biznes, etyka, odpowiedzialność. Warszawa: PWN
2. Peale, N.V., Blanchard, K. (2008). Etyka biznesu. Warszawa: Studio EMKA
3. Morreale, S.P., Spitzberg, B.H., Berge, J.K. (2007). Komunikacja między ludźmi, Warszawa
4. Pisarek, W. (2008). Wstęp do nauki o komunikowaniu. Warszawa
5. Szejnberg, A. (2006). Podstawy komunikacji społecznej w edukacji. Wrocław

### Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	20	1,00