



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Negotiations and Negotiation Techniques [S1IZarz1>NiTN]

Course

Field of study

Engineering Management

Year/Semester

4/7

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

full-time

Requirements

elective

Number of hours

Lecture

15

Laboratory classes

0

Other

0

Tutorials

15

Projects/seminars

0

Number of credit points

3,00

Coordinators

dr Joanna Malecka

joanna.malecka@put.poznan.pl

Lecturers

Prerequisites

The Student has basic knowledge in the field of interpersonal communication and can assertively express his opinions and argue the position taken.

Course objective

Gaining knowledge 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. Acquisition of skills related to the preparation and conduct of the negotiation process. Learning negotiation techniques.

Course-related learning outcomes

Knowledge:

The student defines and characterizes basic concepts related to negotiations, including BATNA and various negotiation styles [P6S_WG_01].

The student classifies and analyzes different types of conflicts and their impact on the negotiation process [P6S_WG_03].

The student recognizes the importance of cultural differences in international negotiations and their

impact on negotiation strategies [P6S_WK_01].

Skills:

The student develops and implements a negotiation strategy, taking into account various techniques and tactics of negotiation [P6S_UW_04].

The student applies techniques of active listening and non-verbal communication in the negotiation process [P6S_UW_05].

The student analyzes and interprets the effects of different negotiation attitudes, including domination, compromise, and cooperation [P6S_UW_06].

Social competences:

The student applies knowledge of negotiations to resolve conflict situations in a professional environment, considering professional ethics and cultural diversity [P6S_KR_02, P6S_KO_01].

The student uses persuasion techniques ethically, avoiding manipulation in negotiations [P6S_KK_02].

The student plans and conducts negotiations using various techniques and methods, both in local and international contexts [P6S_KO_03].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

LECTURES Formative assessment: active in discussions summarizing individual lectures and assigned material (e.g. reading a book, watching films), giving the opportunity to assess the Student's understanding of the subject; written assignments given during the semester (eg essay); case-study tasks. Summative assessment: final written test in the last class (50% of the points must be obtained to obtain a positive grade for the course; the teacher has the opportunity to carry out all verification work in the form of a remote test on the eCourses platform

PRACTICE: Formative assessment: ongoing activity in the classroom and participation in discussions; preparation of a presentation on a given topic and its elaboration in class; tickets; written work (essay) based on given books, articles or films; case-study tasks; colloquium, tickets. Summative assessment: arithmetic mean of the forming grades with the rounding conditions specified and placed on the e-Course platform - no possibility of obtaining a credit without writing a final test with a positive grade (min. 50% of points); the lecturer may conduct a final test in the form of a remote test via the eKursy platform

Programme content

The curriculum content includes learning about the differences between the positional and Harvard models of negotiation (judgmental versus learner), understanding the importance of BATNA 1 and BATNA 2, as well as the inherent phase in the negotiation process: time management, overcoming stasis and deadlock in negotiations, active listening techniques, tactics and techniques for dealing with conflict situations (dominance, avoidance, mitigation, compromise, cooperation), and developing the competence to successfully conclude negotiations

Course topics

1. Conflict as the genesis of negotiation. Definition and objectives of negotiation. Factors influencing negotiations. The role and importance of the art of self-presentation in the negotiation process.
- 2 Negotiation planning and factors influencing it. Division of roles in negotiation teams. BATNA & WATNA. Negotiation styles and attitudes. Traits of an effective negotiator and types of negotiators. Negotiation issues and phases. Values of eristics and proxemics in the negotiation process. 3.
- 3 The role and importance of interpersonal communication in the process of negotiation.
4. negotiation techniques - exerting influence versus persuasion, defence against manipulation
5. negotiation techniques - active listening, positional pressure, diversion, psychological warfare
- 6 International negotiations - cultural differences and the importance of gender in the negotiation process

Teaching methods

- I. PERSONS: 1. Informative lecture 2. Problem lecture 3. Conversational lecture 4. Talk 5. Working with a book 6. Lecture, reading
- II. PRACTICAL - PROBLEM: 1. Brainstorming 2. Panel discussion 3. Problem lecture 4. Business stories 5. Case study 6. Observation 7. Organizational drama

III. PRACTICAL - ACTIVATING: 1. Case Study 2. Managerial training 3. Business stories 4. Institution 5. Organizational drama 6. Six de'Bono hats
 IV. PRACTICAL - EXCELLENT: 1. Demonstration 2. Business history 4. Psychodrama 4. Using a computer, e-learning platform and mobile applications

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 - dostępna dla Studentów na Moodle jako eBook
3. Sambor, w., Skrobisz, W., Babrzyński, D., Łabędzik, R. (2013). Scenariusze negocjacji biznesowych. Trening umiejętności. Warszawa: Poltex.
4. Lewicki, R.J., Barry, B., Saunders, D.M. (2011). Zasady negocjacji. Poznań: Rebis.

Additional:

1. Schopenhauer, A. (2020). Erystyka. Czyli sztuka prowadzenia sporów. Wydawnictwo MG
2. Nierenberg, G.I. (1998). Sztuka Negocjacji. Warszawa: Studio EMKA.
3. Kennedy, G. (1999). Negocjować można wszystko. Warszawa: Studio EMKA.
4. Casse, P. (1992). Jak negocjować. Poznań: Zys i S-ka.
5. Nęcki Z. (2012): Negocjacje w biznesie. Kraków: Antykwa.
6. Peeling N. (2010). Negocjacje: Co dobry negocjator wie, robi i mówi. Warszawa: PWE.
7. Kamiński J. (2007): Negocjowanie: Techniki rozwiązywania konfliktów. Warszawa: POLTEXT.
8. Kałucki, K. (2018). Techniki negocjacyjne. Warszawa: Difin.
9. Fisher R., Ury W. (2016): Dochodząc do tak. Negocjowanie bez poddawania się. Warszawa: PWE .

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,00
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)	45	2,00