



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Negotiations and contracts [N2IŚrod2>NiU]

### Course

Field of study

Environmental Engineering

Year/Semester

2/4

Area of study (specialization)

Heating, Air Conditioning and Air Protection

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

### Number of hours

Lecture

18

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr Paulina Kubera

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### 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

The program content includes TWO MODULES:

I. NEGOTIATIVE: enabling you to learn the differences between the positional and Harvard negotiation models (judgmental versus learner), understand the importance of NAPO 1 and NAPO 2, as well as the phase inherent 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)

II. CONTRACTS: covering the methodology of drafting business contracts distinguishing the role and importance of the essence of legal capacity and legal capacity, as well as defects in the declaration of intent and their possible consequences. Allowing you to understand the meaning of abusive clauses and arbitration clauses

## Course topics

### NEGOTIATION:

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. 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

### CONTRACTS:

1. Parties to a contract (the essence of legal capacity and legal capacity; subjects of law: natural persons, legal persons, unincorporated entities with legal capacity)
2. Power of attorney - concept, types, granting, effects of transgression
3. The concept of legal actions. Principle of freedom of contract. Forms of legal actions and the consequences of their noncompliance
4. Defects in declarations of will. Modes of conclusion of contracts. Preliminary contract. Additional

contractual clauses (performance bond, non-compete, arbitration clause, etc.).

5. Termination of a contract. Withdrawal from the contract.

6. Termination of the contract

## 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	18	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	32	1,50