

### COURSE GUIDE

<u>Subject name</u>	<b>Negotiation techniques and ethics in logistics</b>
<u>Course of study</u>	<b>Logistics</b>
<u>The form of study</u>	<b>Full-time</b>
<u>Level of qualification</u>	<b>Second</b>
<u>Year</u>	<b>2</b>
<u>Semester</u>	<b>3</b>
<u>The implementing entity</u>	<b>Department of Logistics and International Management</b>
<u>The person responsible for preparing</u>	<b>Dr Joanna Krzywda</b>
<u>Profile</u>	<b>General academic</b>
<u>Course type</u>	<b>other</b>
<u>ECTS points</u>	<b>4</b>

### TEACHNING METHODS – NUMBER OF HOURS PER SEMESTER

<b>LECTURE</b>	<b>CLASS</b>	<b>LABORATORY</b>	<b>PROJECT</b>	<b>SEMINAR</b>
<b>15</b>	<b>30</b>			

## **COURSE AIMS**

- C1. Understanding the essence of negotiations in supply chains
- C2. Acquisition of skills of active participation in the process of trade negotiations and influencing its course
- C3. Acquisition of the ability to communicate and negotiate with partners representing selected cultures

## **ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES**

- 1. The student knows the rules of functioning of the supply chain
- 2. The student has basic knowledge about economic, social and cultural ties

## **LEARNING OUTCOMES**

EU 1 - The student knows the essence of the negotiation process in the supply chain, its stages and components.

EU 2 - The student knows negotiation techniques and styles, is able to identify them and critically evaluate them in terms of ethics and fair play.

EU 3 - The student is able to prepare a negotiation scenario with its various versions.

EU 4 - The student knows the specificity of negotiations with representatives of selected nationalities and cultures.

## **COURSE CONTENT**

<b>Type of teaching – lecture</b>	<b>Number of hours 15</b>
W1, W2 - Nature and definitions of negotiations, specificity of trade negotiations in comparison with other types of negotiations	2
W3 - Subject matter and conditions of negotiations in supply chains	1
W4, W5 - Stages in the negotiation process	2
W6 - Types of negotiation and negotiation styles	1
W7 - Characteristics of negotiator and negotiation team	1
W8, W9 - Negotiating techniques in trade	2
W10 - Types of trading partners in negotiations	1

W11, W12, W13 - Specificity of international negotiations	3
W14 - Non-verbal communication in negotiations	1
W15 - Ethics and fair play in trade negotiations	1

<b>Type of teaching – classes</b>	<b>Number of hours 30</b>
C1, C2 - Introduction to classes, discussion of the importance of trade negotiations in supply chains	2
C3, C4, C5, C6 - Negotiating techniques	4
C7, C8, C9 - Subject matter, scope and environment of the negotiations	3
C10, C11, C12, C13 - Aims of the negotiating partners in the supply chains, BATNA, ZOPA, WATNA	4
C14, C15 - Choice of negotiating strategy and style of negotiations, Harvard Concept	2
C16, C17 - Identification of stages in the negotiation process	2
C18, C19 - Preparation of stages for trade negotiations according to the scenario	2
C20, C21 - Ethical dilemmas in negotiations	3
C22, C23, C24, C25, C26, C27 - Simulation of negotiators' actions. Negotiations in groups according to the prepared scenario and input data.	6
C28, C29- Recapitulation and summary of contents	2
C30 - Final test	1

### **TEACHING TOOLS**

1. Books and monographs
2. Audiovisual presentation
3. Case study

### **WAYS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)**

- F1. Evaluation of the implementation tasks in the classroom
- F2. Presentations of negotiation scenarios prepared by students

P1. Final test

### STUDENT WORKLOAD

Form of activity	Average number of hours to complete the activity
Contact hours with the teacher - Lectures	15
Contact hours with the teacher - Classes	30
Preparation to classes	30
Getting Acquainted with the indicated literature	20
Consultations	5
<b>Total / ECTS</b>	<b>100 / 4</b>

### BASIC AND SUPPLEMENTARY RESOURCE MATERIALS

#### Basic resources:

1. R. Fisher, W. Ury, B. Patton, Getting to Yes. Negotiating and agreement without giving in, Random House Business Books 2012;  
[https://www.fd.unl.pt/docentes\\_docs/ma/AGON\\_MA\\_25849.pdf](https://www.fd.unl.pt/docentes_docs/ma/AGON_MA_25849.pdf)
2. Kennedy G. Negotiation. Edinburg Business School, 2015  
<https://www.ebsglobal.net/EBS/media/EBS/PDFs/Negotiation-Course-Taster.pdf>
3. Krzywda J. *Negotiations in the Closed-Loop Aluminium Supply Chain*, DOI: 10.17512/pjms.2019.19.2.21, 2019

#### Supplementary resources:

1. Pinkley, R. L. *et al.* (2019) 'The power of phantom alternatives in negotiation: How what could be haunts what is', *Organizational Behavior and Human Decision Processes*. Elsevier, 151(January 2017), pp. 34–48. doi: 10.1016/j.obhdp.2018.12.008.
2. Zachariassen, F. and Zachariassen, F. (2008) 'Negotiation strategies in supply chain management'. doi: 10.1108/09600030810926484.
3. Lee, A. J. and Ames, D. R. (2017) "‘I can't pay more’ versus ‘It's not worth more’": Divergent effects of constraint and disparagement rationales in negotiations', *Organizational Behavior and Human Decision Processes*. Academic Press, 141, pp. 16–28. doi: 10.1016/J.OBHDP.2017.05.002.

### TEACHERS (NAME, SURNAME, ADRES E-MAIL)

1. dr Joanna Krzywda, Joanna.krzywda@wz.pcz.pl

### MATRIX OF LEARNING OUTCOMES REALISATION

Learning outcome	Reference of given outcome to outcomes defined for whole program (PRK)	Course aims	Course content	Teaching tools	Ways of assessment
EU1	K_W01 K_U01	C1-C3	W1-W10, C1-C19	1, 2, 3	F1, F2, P1

	K_U02 K_U03 K_K01 K_K03				
EU2	K_W01 K_U01 K_U02 K_U03 K_K01 K_K03	C2, C3	W6, W7, C14, C15	1, 2, 3	F1, F2, P1
EU3	K_W01 K_U01 K_U02 K_U03 K_K01 K_K03	C3	W1- W10 C1 – C19	1, 2, 3	F1, F2, P1
EU4	K_W01 K_U01 K_U02 K_U03 K_K01 K_K03	C1-C3	W11 – W15, C20 – C30	1, 2, 3	F1, F2,

#### FORM OF ASSESSMENT - DETAILS

	grade 2	grade 3	grade 4	grade 5
EU1	The student does not identify any basic definitions and basic theoretical concepts related to negotiations.	The student imprecisely defines the basic notions of negotiation and stages of the negotiation process.	The student knows precisely the theoretical basics of negotiations and is able to precisely list the stages of the negotiation process.	The student knows precisely the basics of negotiations and the stages of the negotiation process can relate them to practical economic situations in the supply chain.
EU2	The student is not able to identify negotiation techniques and styles, does not know the ethical rules binding in negotiations.	The student selectively identifies negotiating techniques and styles, selectively identifies ethical principles and fair play rules applicable in negotiations.	The student correctly and comprehensively identifies negotiating styles and techniques as well as ethical and <i>fair play</i> rules applicable in negotiations.	The student correctly and comprehensively identifies negotiating styles and techniques, is able to apply them in staged situations and assess them in terms of ethics and <i>fair play</i> rules.

EU3	The student is not able to prepare a negotiation scenario, let alone a scenario in different versions.	The student is able to prepare a negotiation scenario but does not predict its different versions or is not able to prepare a full scenario.	The student is able to prepare a complete negotiation scenario with different versions of it without any mistakes.	The student is able to flawlessly prepare a multifaceted negotiation scenario, taking into account different scenarios of events and specificity of negotiations with different types of negotiation partners.
EU4	Student is not able to indicate basic differences between cultures, is not aware of belonging to a given cultural circle.	The student is able to indicate basic differences between different cultures giving examples, is aware of belonging to our cultural circle.	Student correctly identifies most of the differences between different cultures giving examples, is aware of belonging to our cultural circle can define this cultural circle	Student correctly identifies all types of cultures, makes a comparative analysis of two freely chosen cultures and can identify the consequences of belonging of negotiation partners to a given cultural circle for the negotiation process.

**ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE**

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc. - presented to students during first classes, if required by the formula classes are sent electronically to the e-mail addresses of individual dean groups.
2. Information about the place of classes - Information can be found on the website of the Faculty of Management.
3. Information about the timing of classes (day of the week / time) - Information can be found on the website of the Faculty of Management
4. Information about the consultation (time + place) - Information can be found on the website of the Faculty of Management

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Coordinator