

PRZEWODNIK PO PRZEDMIOCIE

<u>Nazwa przedmiotu</u>	Negotiation techniques
<u>Kierunek</u>	Management
<u>Forma studiów</u>	Stationary
<u>Poziom kwalifikacji</u>	II degree
<u>Rok</u>	I
<u>Semestr</u>	II
<u>Jednostka prowadząca</u>	Faculty of Management, Institute of Sociology and Psychology of Management
<u>Osoba sporządzająca</u>	Leszek Cichobłaziński PhD
<u>Profil</u>	General
<u>Rodzaj przedmiotu</u>	facultative
<u>Liczba punktów ECTS</u>	6

RODZAJ ZAJĘĆ – LICZBA GODZIN W SEMESTRZE

LECTURE	CLASSES	LABORATORY	PROJECT	SEMINARY
15	30			

COURSE DESCRIPTION

1. PURPOSE OF THE SUBJECT

C1. Presentation and discussion of basic definitions, issues and problems of the contract negotiation

C2. Presentation and discussion of basic styles and principles of negotiations in the frame of Harvard Negotiation Project

2. REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCIES

1. The student has knowledge in the scope of base of negotiation

2. The student has knowledge in the scope of base of interpersonal communications 3. The student has basic knowledge concerning group behavior.

3. LEARNING OUTCOMES

EK 1- The student is able to prepare the contract negotiation

EK 2- The student is able to prepare a project of negotiation process

EK 3- The student is able to identify and to apply the basic principles of negotiation

EK 4- The student is able to conduct the contract negotiation in Polish and English.

EK 5- The student is able to identify the causes of an organizational conflict.

Course content

Type of course - LECTURES	Number of hours 15
W 1- Introduction to negotiations. Presentation of the basic concepts in the scope of negotiations.	2
W2- Typology of negotiation styles.	2
W 3- Conflict of interests: causes, managing, resolution..	1
W4- Typology of conflict according to Christopher Moore.	1
W5- Presentation of models of interpersonal communications.	1
W6- Presentation of the Framing phenomena.	1
W7- Presentation of stages of contract negotiations.	1
W8 – Typology of negotiation tactics..	1
W9 – Introduction to the Game Theory.	1
W10 – Presentation of the process oriented conflict resolution.	2
W11 – Presentation of the outcome oriented conflict resolution.	2

Type of course - CLASSES	Number of hours 30
C 1- Discussion on similarities and differences between negotiations and third party intervention in conflict resolution..	2
C 2- Presentation of negotiations conducted by students in their life.	3
C 3- Presentation basic types of conflicts according to Moore - examples presentation.	2
C 4- Film projection on conflicts and negotiation and discussion in groups.	3
C 5- Interpersonal communications mistakes – examples presentation and discussion in groups.	2
C 6- Aanalysis of BATNA application in negotiations.	3

C 7- Stages of contract negotiations – simulations in groups.	2
C 8 – Mediation as a particular example of negation – simulations in groups based on scenarios.	3
C 9 – Preparing the negotiation sheet – work in groups.	2
C 10 – Preparing the negotiation and mediation for the exam and presentation of the criterion for the exam.	3
C 12 – Practical negotiations and mediations for final note.	3

NARZĘDZIA DYDAKTYCZNE

1. Textbooks and scripts
2. Audiovisual Equipment
3. Films
4. Negotiation Games

4. METHODS OF EVALUATION (F - forming P - SUMMARY)

1. The tasks carried out in the exercise
2. Presentation of the results of the task
3. Practical negotiaions and mediations (simulations)

3. STUDENT WORKLOAD

Activity form	Average number of hours to complete the activity
Contact hours with the teacher	45
Consultation	20
Preparing for classes	30
Reading	20
Preparation for final test	35

Sum	150
Total Points ECTS	6

BASIC AND SUPPLEMENTARY LITERATURE

1. Z. Nęcki, Negocjacje w biznesie, Antykwa 2000.
2. R. Fisher, W. Ury, B. Patton: *Dochodząc do TAK. Negocjowanie bez poddawania się.* Polskie Wydawnictwo Ekonomiczne 2000.
3. L. Cichobłaziński, Techniki negocjacji i mediacji, Wydawnictwo Politechniki Częstochowskiej 2009.
4. A.Hepper, M.Shmidt, Negocjacje handlowe po polsku i po angielsku, BC Edukacja, 2008.

TEACHER (NAME, E-MAIL ADDRESS)

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Podpis osoby sporządzającej

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