

MODULE DESCRIPTION

Module code	Z-ZIP-0067
Module name	Negocjacje
Module name in English	Negotiations
Valid from academic year	2016/2017

A. MODULE PLACEMENT IN THE SYLLABUS

Field of study	Management and Production Engineering
Level of education	1st degree <i>(1st degree / 2nd degree)</i>
Studies profile	General <i>(general / practical)</i>
Form and method of conducting classes	Full-time <i>(full-time / part-time)</i>
Specialisation	All
Unit conducting the module	The Department of Management and Marketing
Module co-ordinator	Małgorzata Sztorc, PhD
Approved by:	

B. MODULE OVERVIEW

Type of subject/group of subjects	Other HES <i>(basic / major / specialist subject / conjoint / other HES)</i>
Module status	Compulsory <i>(compulsory / non-compulsory)</i>
Language of conducting classes	English
Module placement in the syllabus - semester	4th semester
Subject realisation in the academic year	Summer semester <i>(winter semester/ summer)</i>
Initial requirements	No requirements <i>(module codes / module names)</i>
Examination	No <i>(yes / no)</i>
Number of ECTS credit points	2

Method of conducting classes	Lecture	Classes	Laboratory	Project	Other
Per semester	15		15		

C. TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Module target	The aim of the module is to provide students with news about the fundamental aspects of interpersonal decisive for the direction and the result of negotiations, developing the ability to assess the situation, negotiating and applying appropriate tactics, the term strategic principles of the negotiation, preparation and proper conduct of the negotiations in different areas of the company.
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Effect symbol	Teaching results	Teaching methods (l/lab/p/other)	Reference to subject effects	Reference to effects of a field of study
W_01	A student has basic knowledge of preparing the negotiation process taking economic and psychological aspects into consideration.	l/lab	K_W10	S1A_W04 S1A_W05 S1A_W07
W_02	A student has knowledge of the mechanisms which concern solving economic problems taking place within enterprises and in their environments.	l/lab	K_W13	S1A_W01 S1A_W02 S1A_W07 S1A_W08 S1A_W11
W_03	A student knows and understands basic binding norms while settling disputes appearing during the completion of a contract.	l/lab	K_W03	S1A_W07 S1A_W10
U_01	A student is able to plan and conduct the negotiation process using the learnt negotiation strategies and tactics.	l	K_U02	S1A_U05 S1A_U02 S1A_U06 S1A_U07 S1A_U08 S1A_U03 S1A_U04
U_02	A student can use appropriately chosen methods of solving economic conflicts.	l	K_U01	S1A_U06 S1A_U07
U_03	A student uses legal and ethical norms regulating the settlement of economic disputes.	l	K_U01 K_U02	S1A_U05
K_01	A student is capable of working and communicating in groups as well as interpreting non-verbal communication.	l	K_K04	S2A_K02 S2A_K05 S2A_K06
K_02	A student can think in a resourceful manner and search for the most convenient solution to a conflict.	l	K_K05	S1A_K07
K_03	A student gains and masters organisational and management knowledge and skills by taking part in the preparation as well as conducting business negotiations.	l/lab	K_K03	S1A_K04

Teaching contents:

1. Teaching contents as regards lectures

Lecture number	Teaching contents	Reference to teaching results for a module
1	The characteristics and conditions of the negotiation process .	W_01
2	Verbal and nonverbal communication in the process of negotiations.	W_02 K_01
3	The negotiations as a way of resolving conflict.	U_02 K_02
4	Strategies and styles of negotiation.	W_02 U_02

5	The negotiation process between enterprises.	W_02 U_01
6	Selected aspects of ethics in negotiations.	U_03 K_03
7	Cultural conditions of negotiations.	W_02 K_03
8	A final test.	

2. Teaching contents as regards classes

Class number	Teaching contents	Reference to teaching results for a module

3. Teaching contents as regards laboratory classes

Laboratory class number	Teaching contents	Reference to teaching results for a module
1	Negotiation as a process of communication.	W_02 K_01
2	Defining objectives in negotiations.	W_01 K_02
3	Negotiations within the organization. The choice of the negotiating team.	W_02 U_02
4	The rules and styles of business negotiations.	U_01 K_01
5	Developing communication skills, assertiveness and negotiating ways to overcome stress.	U_03 K_02 K_03
6	Difficult negotiation situations.	W_02 W_03 U_02
7	Negotiations working conditions.	U_01 K_03

4. The characteristics of project assignments

The methods of assessing teaching results

Effect symbol	Methods of assessing teaching results <i>(assessment method, including skills – reference to a particular project, laboratory assignments, etc.)</i>
W_01	A final test.
W_02	A final test.
W_03	A final test.
U_01	Negotiations concerning business practice, team games, a paper
U_02	Negotiations concerning business practice, team games.
U_03	Negotiations concerning business practice, team games
K_01	Negotiations concerning business practice, team games, a discussion.
K_02	Negotiations concerning business practice, team games, a discussion.
K_03	Negotiations concerning business practice, team games.

D. STUDENT'S INPUT

ECTS credit points		
	Type of student's activity	Student's workload
1	Participation in lectures	15
2	Participation in classes	15
3	Participation in laboratories	
4	Participation in tutorials (2-3 times per semester)	2
5	Participation in project classes	
6	Project tutorials	
7	Participation in an examination	
8	Participation in the completion of the course	1
9	Number of hours requiring a lecturer's assistance	33 <i>(sum)</i>
10	Number of ECTS credit points which are allocated for assisted work <i>(1 ECTS point=25-30 hours)</i>	1.2
11	Unassisted study of lecture subjects	3
12	Unassisted preparation for classes	3
13	Unassisted preparation for tests	5
14	Unassisted preparation for laboratories	
15	Preparing reports	6
15	Preparing for a final laboratory test	
17	Preparing a project or documentation	
18	Preparing for an examination	
19	Preparing a team game	4
20	Number of hours of a student's unassisted work	21 <i>(sum)</i>
21	Number of ECTS credit points which a student receives for unassisted work <i>(1 ECTS point=25-30 hours)</i>	0.8
22	Total number of hours of a student's work	54
23	ECTS points per module <i>1 ECTS point=25-30 hours</i>	2
24	Work input connected with practical classes <i>Total number of hours connected with practical classes</i>	33
25	Number of ECTS credit points which a student receives for practical classes <i>(1 ECTS point=25-30 hours)</i>	1.2

E. LITERATURE

Literature list	<ol style="list-style-type: none"> 1. Raiffa, H., <i>Negotiation Analysis</i>, The Belknap Press of Harvard University Press 2002. 2. Shell G., <i>Bargaining for Advantage: Negotiation Strategies for Reasonable People</i>, Penguin Books, London 2006. 3. Tracy B., <i>Negotiation</i>, Amacom, New York 2013. 4. Weiser D., Hanson M., <i>Become an Expert Negotiator-Real-Life Sales and Negotiation Tactics</i>, DealMakers, New York 2014.
Module website	