

## SYLLABUS TO THE SUBJECT/SYLABUS DO PRZEDMIOTU

|                              |   |
|------------------------------|---|
| <u>Name of the subject</u>   | <b>Negotiations in business</b>                               |
| <u>Socialisation</u>         | Management  |
| <u>Form of studies</u>       | Stationary  |
| <u>Education level</u>       | Second degree   |
| <u>Year</u>                  | 2   |
| <u>Semester</u>              | 4   |
| <u>Leading unit</u>          | Cathedral of Applied Sociology and Human Resources Management |
| <u>Responsible person</u>    | Anna Karczewska   |
| <u>Profile</u>               | General academic  |
| <u>Number of ECTS points</u> | 3   |

### TYPE OF ACTIVITY – NUMBER OF HOURS IN SEMESTER

| <u>Lecture</u> | <u>Practice classes</u> | <u>Laboratory</u> | <u>Project</u> | <u>Seminar</u> |
|----------------|-------------------------|-------------------|----------------|----------------|
| <b>15</b>      | <b>15</b>               |                   |                |                |

### COURSE DESCRIPTION/OPIS PRZEDMIOTU

#### **PURPOSE OF THE COURSE/CEL PRZEDMIOTU**

**G1.** To familiarize students with the principles of negotiation, including contract negotiation

**G2.** To familiarize students with negotiations styles, tactics and rules of negotiation according to the Harvard model

#### **PREREQUISITES FOR KNOWLEDGE, SKILLS AND OTHER**

#### **COMPETENCIES/WYMAGANIA WSTĘPNE W ZAKRESIE WIEDZY, UMIEJĘTNOŚCI I INNYCH KOMPETENCJI**

1. The student has knowledge of the basics of psychology.

2. The student has knowledge of the basics of interpersonal communication.

3. The student has a basic knowledge of group mechanisms.

### LEARNING OUTCOMES/EFEKTY UCZENIA SIĘ

EU 1 – Student can prepare contract negotiation.

EU 2 – Student can design a negotiation process.

EU 3 – Student can identify and use basic negotiation tactics.

EU 4 – Student can identify the sources of organizational conflicts.

### CURRICULUM CONTENT/TREŚCI PROGRAMOWE

| Form of classes/Forma zajęć –LECTURE/ WYKŁADY   | Number of hours/Ilość godzin |
|---|------------------------------|
| W 1-Introduction to the subject. Discussing main terms from the field of negotiation                          | 1                            |
| W 2 Discussing main styles of negotiation   | 1                            |
| W3 Discussing main rules of social influence  | 1                            |
| W 4 Conflict of interest: causes, management, solutions. Typology of conflict according to Christopher Moore. | 1                            |
| W 5 Conflict in groups and organizations. Ways of solving conflicts.  | 1                            |
| W 6 Discussing models of interpersonal communication and barriers in communication.                           | 1                            |
| W 7 Verbal and non-verbal communication in negotiation  | 1                            |
| W 8 Discussing social perception and Framing phenomena in negotiation   | 1                            |
| W 9 Discussing the stages of contract negotiation   | 1                            |
| W10 Discussing the stages of contract negotiation - continuation  | 1                            |
| W11 Typology of the negotiation tactics   | 1                            |
| W 12 Typology of the negotiation tactics - continuation   | 1                            |
| W 13 Manipulation tactics and defense against manipulation  | 1                            |
| W 14 Discussing the basic rules of mediation  | 1                            |
| L 15 Checking knowledge -writing the test   | 1                            |

| <b>Form of classes/Forma zajęć – EXERCISES/ĆWICZENIA</b>  | <b>Number of hours/Ilość godzin</b> |
|---|-------------------------------------|
| <b>C 1</b> Introduction to the subject. Discussion with students about their negotiation situations | <b>1</b>                            |
| <b>C 2</b> Presentation of a video about negotiations   | <b>1</b>                            |
| <b>C 3</b> Presentation of a video about negotiations and its discussion - discussion in groups     | <b>1</b>                            |
| <b>C 4</b> Discussing main terms from the field of negotiation – BATNA, ZOPA etc.                   | <b>1</b>                            |
| <b>C 5</b> Discussing main styles of negotiation  | <b>1</b>                            |
| <b>C 6</b> Discussing main rules of social influence  | <b>1</b>                            |
| <b>C 7</b> Interest conflict: sources, leading and solving  | <b>1</b>                            |
| <b>C 8</b> Interest conflict: sources, leading and solving - continuation                           | <b>1</b>                            |
| <b>C 9</b> The stages of contract negotiation in practice   | <b>1</b>                            |
| <b>C 10</b> Using negotiation tactics in different situations                                       | <b>1</b>                            |
| <b>C 11</b> Using negotiation tactics in different situations - continuation                        | <b>1</b>                            |
| <b>C 12</b> Defending against negotiation and manipulation tactics in different situations          | <b>1</b>                            |
| <b>C 13</b> Preparation of the negotiation sheet  | <b>1</b>                            |
| <b>C 14</b> Presentation of negotiation sheet   | <b>1</b>                            |
| <b>C 15</b> Presentation of negotiation sheet - continuation. Summary of the classes                | <b>1</b>                            |

#### **DIDACTIC TOOLS/NARZĘDZIA DYDAKTYCZNE**

1. Audiovisual aids, presentations
2. Whiteboard, markers
3. E-learning platform
4. Negotiation sheet

#### **METHODS OF ASSESSMENT (F- FORMATIVE, P - SUMMATIVE)/SPOSOBY OCENY ( F – FORMUJĄCA, P – PODSUMOWUJĄCA)**

- F1. Participation in a discussion

F2. Completion of a project

P1. Preparation of a presentation, report, or paper

P2. Test

### STUDENT WORKLOAD/OBCIĄŻENIE PRACĄ STUDENTA

| Form of activity/Forma aktywności  | Średnia liczba godzin na zrealizowanie aktywności |          |
|--|---|----------|
|  | [h]   | ECTS     |
| Contact hours with the teacher (lecture, exercise)/Godziny kontaktowe kontaktowe z nauczycielem (wykłady, ćwiczenia) | 30  | 1,2      |
| Preparing for the laboratory/Przygotowanie do laboratoriów   | 30  | 1,2      |
| Preparing to the exam/ Przygotowanie do egzaminu   | 0   | 0        |
| Reading the indicated literature/Zapoznanie się ze wskazaną literaturą   | 10  | 0,4      |
| Consultations/Konsultacje  | 5   | 0,2      |
| Attendance at exam/Obecność na egzaminie   | 0   | 0        |
| <b>TOTAL NUMBER OF ECTS POINTS FOR ITEM/SUMARYCZNA LICZBA PUNKTÓW ECTS DLA PRZEDMIOTU</b>                            | <b>75</b>   | <b>3</b> |

### BASIC AND SUPPLEMENTARY LITERATURE/LITERATURA PODSTAWOWA I UZUPEŁNIAJĄCA

#### Basic Literature/Literatura podstawowa:

1. R. Fisher, E. Ury, B. Patton, *Getting to yes: negotiating an agreement without giving in*, Random house business books, 2012.
2. S. P Robbins., T. A., Judge, *Organizational behaviour*, Pearson 2013, 2024.
3. R. Cialdini, *Influence: psychology of persuasion*, Harper Collins, 2002.
4. C. Voss, *Never split the difference*, Harper Collins, 2022.

#### Supplementary Literature/Literatura uzupełniająca:

1. A. Karczewska, *Podstawy skutecznych negocjacji w środowisku społecznym i biznesowym*, w: *Spoleczne, psychologiczne i prawne uwarunkowania zarzadzania wspolczesna organizacja. Wybrane zagadnienia*, (red.) A. Bazan-Bulanda, A. Kwiatek, M. Skiba. Wyd. PCz, 2022.

2. A. Albrychiewicz-Słocińska, Ż. Nejman, E. Varga, *Generation Z Employees Facing the Problems of Learning at Remote Work*, w: *Sustainability - Security – Quality*, (red.) A. Albrychiewicz-Słocińska, A. Karczewska, Ł. Skiba, Wyd. PCz, 2023.

#### **INSTRUCTOR OF THE COURSE (NAME, SURNAME, E-MAIL**

#### **ADDRESS)/PROWADZĄCY ZAJĘCIA (IMIĘ, NAZWISKO, ADRES E-MAIL)**

Dr Anna Karczewska, anna.karczewska@pcz.pl

Dr inż. Anna Albrychiewicz-Słocińska a.albrychiewicz-slocinska@pcz.pl

#### **MATRIX OF THE IMPLEMENTATION OF LEARNING OUTCOMES/MACIERZ REALIZACJI EFEKTÓW UCZENIA SIĘ**

| <b>Learning Outcome /Efekt uczenia się</b> | <b>Reference an effect to program-wide defined effects/ Odniesienie danego efektu do efektów zdefiniowanych dla całego programu</b> | <b>Course objective s/Cele przedmiotu</b> | <b>Curriculum content/ Treści programowe</b>     | <b>Teaching tools/Narzędzia dydaktyczne</b> | <b>Method of evaluation/ Sposób oceny</b> |
|--|---|---|--|---|---|
| <b>EU 1</b>                                | K_W01,K_W08, K_U01, K_K01   | C1,C2                                     | L1,L2,L3, L9, L10, C1, C2, C3, C9, C13, C14, C15 | 1, 2,3,4                                    | F1, F2,P1, P2                             |
| <b>EU 2</b>                                | K_W01,K_W08 K_K01, K_K05  | C1,C2                                     | L1, L2, L3, L6, L7, L8, C4, C5                   | 1, 2,3,4                                    | F1, F2,P1, P2                             |
| <b>EU 3</b>                                | K_W01, K_W08, K_U01, K_U07, K_K01, K_K05  | C1,C2                                     | L11, L12, L13, C6, C10, C11, C12                 | 1, 2,3,4                                    | F1, F2,P1, P2                             |
| <b>EU 4</b>                                | K_W01, K_W02, K_W08, K_U01, K_U07, K_U08,   | C1,C2                                     | L4, L5, L14 C7, C8                               | 1, 2,3,4                                    | F1, F2,P1, P2                             |

|  |                        |  |  |  |  |
|--|------------------------|--|--|--|--|
|  | K_U10, K_K01,<br>K_K05 |  |  |  |  |
|--|------------------------|--|--|--|--|

### FORM OF ASSESSMENT - DETAILS/FORMY OCENY – SZCZEGÓŁY

|                              | <b>Per grade 2/<br/>Na ocenę 2</b>  | <b>Per grade 3/<br/>Na ocenę 3</b>   | <b>Per grade 4/<br/>Na ocenę 4</b>  | <b>Per grade 5/<br/>Na ocenę 5</b>  |
|------------------------------|---|--|---|---|
| <b>Effect 1/<br/>Efekt 1</b> | The student did not have basic knowledge about the preparation of commercial contract negotiations.                       | The student knows the basic elements of the commercial contract and the rules for their negotiation. | The student knows the basic elements of the commercial contract is able to prepare a project of contract negotiation. | The student knows the basic elements of the commercial contract is able to prepare a multi-variant project of a contract negotiation. |
| <b>Effect 2/<br/>Efekt 2</b> | The student does not know the basic stages of the negotiation process and cannot design                                   | The student knows the basic stages of the negotiation process but has difficulty in designing them   | The student is able to design the basic process of negotiations.  | The student is able to design a multi-variant negotiation process. He can also take into account the expected decisions               |
| <b>Effect 3/<br/>Efekt 3</b> | The student does not know and does not understand the mechanisms of functioning of the most important negotiation tactics | The student has elementary knowledge about negotiation tactics.                                      | The student has a basic knowledge of negotiation tactics and is able to recognize them.                               | The student has wide knowledge of negotiation tactics, can use them and can counteract them.  |

|                              |   |   |  |  |
|------------------------------|---|---|--|--|
| <b>Effect 4/<br/>Efekt 4</b> | Student is not able to identify causes of organizational conflicts. | Student is able to identify basic causes of organizational conflicts. | Student is able to identify more complex causes of organizational conflicts. | Student is able to identify complex causes of organizational conflicts and provide ways to solve them. |
|------------------------------|---|---|--|--|

\*A 3.5 half grade is awarded in the case of full credit for the learning outcomes with a 3.0 grade, but the student has not fully absorbed the learning for a 4.0 grade. A half-grade of 4.5 is awarded in the case of full credit for the learning outcomes with a 4.0 grade, but the student has not fully assimilated the learning outcomes for a grade of 5.0./ \*Ocena połówkowa 3.5 jest wystawiana w przypadku pełnego zaliczenia efektów uczenia się na ocenę 3.0, ale student nie przyswoił w pełni uczenia się na ocenę 4.0. Ocena połówkowa 4.5 jest wystawiana w przypadku pełnego zaliczenia efektów uczenia się na ocenę 4.0, ale student nie przyswoił w pełni efektów uczenia się na ocenę 5.0.

#### **OTHER USEFUL INFORMATION ABOUT THE ITEM/INNE PRZYDATNE INFORMACJE O PRZEDMIOCIE**

Information where you can read presentations for classes, etc. - Information is provided during the first class and sent electronically to the addresses of individual dean's groups./ Informacje, gdzie można zapoznać się z prezentacjami na zajęcia itp. - Informacje udzielane są podczas pierwszych zajęć i przesyłane drogą elektroniczną na adresy poszczególnych grup dziekańskich

Information on the place of classes - Information can be found on the website of the Faculty of Management and in the USOS system./ Informacja o miejscu zajęć – Informacje znajdują się na stronie internetowej Wydziału Zarządzania oraz w systemie USOS.

Information on the date of classes (day of the week/time) - Information can be found on the website of the Faculty of Management and in the USOS system./ Informacja o terminie zajęć (dzień tygodnia/godzina) – Informacje znajdują się na stronie internetowej Wydziału Zarządzania oraz w systemie USOS

Information about consultations (hours + place) - Information is given during the first classes, it is also available on the website of the Faculty of Management./ Informacje na temat godzin i miejsca konsultacji znajdują się na stronie internetowej Wydziału Zarządzania oraz podawane są na pierwszych zajęciach ze studentami.