



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Negotiations and Negotiation Techniques

Course

Field of study

Engineering Management

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

4/7

Profile of study

general academic

Course offered in

polish

Requirements

elective

Number of hours

Lecture

15

Laboratory classes

Other (e.g. online)

Tutorials

15

Projects/seminars

Number of credit points

3

Lecturers

Responsible for the course/lecturer:

Agata Branowska Ph.D.

email: agata.branowska@put.poznan.pl

Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

Paulina Siemieniak Ph.D

email: paulina.siemieniak@put.poznan.pl

Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznan

Prerequisites

Basic knowledge in communication.

Course objective

Acquiring skills related to the preparation and carrying out of the negotiation process. Learning negotiation techniques. Developing the ability to: communicate with a partner during negotiations, resolving conflicts and using different styles of negotiation.

Course-related learning outcomes

Knowledge

has expanded and in-depth knowledge in preparation and conducting of the negotiation process

P6S_WG_01



has got structured and theoretically founded knowledge in negotiation techniques and negotiation styles P6S_WG_03

has got knowledge in ethical standards occurring during the negotiation process P6S_WK_01

Skills

has got the ability to understand and analyze the negotiation process P6S_UW_05

is able to analyse the proposed solutions to specific problems occurring during the negotiation process and proposes relevant decisions P6S_UW_04

Social competences

can see cause-and-effect relationships in achieving the goals and rank the importance of alternative or competitive tasks P6S_KK_02

is aware of the importance of professional behavior, compliance with the principles of professional ethics and respect the diversity of views and cultures P6S_KR_02

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture: test containing of closed and open questions.

Tutorials: presentation and preparing negotiation scenes.

Programme content

1. Negotiations - introduction. Basic terms related with negotiation process: definition of negotiations, the role and meaning of negotiations in management. Features of effective negotiator.

2. Negotiations as one of the ways to resolve conflict situations. Causes of conflicts, types of conflicts, conflict in the organization and its effects. Conflict management styles (domination, avoidance, mitigation, compromise, cooperation).

3. Stages of the negotiation process:

3.1. Preparation and planning of the negotiation process, roles of negotiators, BATNA. Negotiation styles and factors shaping them.

3.2. Bargaining - negotiation tactics and techniques, time management, overcoming stagnation and deadlock in negotiations.

3.3. Closure of negotiations.

4. Negotiating as a communication process - principles of effective verbal and non-verbal communication.



5. Persuasion and manipulation in negotiations. Influence. Rules of persuasion. Argumentation techniques. Protection against manipulation.

6. International negotiations - the importance of cultural differences, the principles of negotiating with partners from different countries.

Teaching methods

Lecture, case study, drama, simulation method

Bibliography

Basic

Fisher R., Ury W. (2016): Dochodząc do tak. Negocjowanie bez poddawania się, PWE, Warszawa.

Cialdini R. (2009): Wywieranie wpływu na ludzi, Gdańskie Wydawnictwo Psychologiczne Gdańsk.

Nęcki Z. (2012): Negocjacje w biznesie, Antykwa, Kraków

Additional

Peeling N. (2010): Negocjacje: Co dobry negocjator wie, robi i mówi, PWE, Warszawa.

Kamiński J. (2007): Negocjowanie: Techniki rozwiązywania konfliktów, POLTEXT, Warszawa.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	30	1,0
Student's own work : literature studies, preparation of the presentation, preparation for classes, preparation for test ¹	45	2,0

¹ delete or add other activities as appropriate