

**Doctor Anna Scheibe**

**adiunct in the Department of Economic Sciences**

**PROJECT**

**Syllabus for course 'Negotiations '**

**on the study program: Management**

**I. General information**

1. Name of education module:

**Negotiations**

2. Education module code:<sup>1</sup>

**NEG (10-NEG-z2-s; 10-NEG-z2-n)**

3. Type of module:

**Obligatory**

4. Program of studiów:

**Management**

5. Level of studies:

**Second**

6. Year of studies:

**First**

7. Semester :

**summer**

8. Number of classes and hours:

**Residential studies: 30 hours of lecture**

**Extramural studies: 10 hours of lecture, 20 hours of e-learning classes.**

9. Number of ECTS points:

**4 ECTS**

10. First and second name , degree, e-mail of the teacher:

**a) Dr Anna Scheibe (scheibe@amu.edu.pl)**

11. Language of course:

**Polish**

**II. Detailed information**

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<sup>1</sup> Kod modułu (przedmiotu) z systemu USOS.

1. Aim of the education module :

**The basic knowledge on techniques and strategies of negotiations and mediations as well as acquiring practical negotiations skills**

2. Preliminary requirements in knowledge, skills and social competences:)

**none**

3. Education effects In knowledge, skills and social competencies for the education module and a reference to education effects for the study program:<sup>2 3</sup>

Symbol of education effects <sup>4</sup>	Having finished the module (course) and having passed the exam the student can:	Reference to education effects for the study program <sup>5</sup>
Neg_01	Understand the nature of communication process and reasons of conflicts	K_W02-05, K_W09, K_U04-07, K_K01-07
Neg_02	Explain what negotiations are, what are it's phases, range, and in which situations it is necessary to negotiate	K_W02-05, K_W09, K_U01, K_U04-07, K_K01-07
Neg_03	effectively ask questions, listen, argument and contrargument	K_W02-05, K_W09, K_U04-07, K_K01-07
Neg_04	Understand the role of verbal and non-verbal Communications in negotiation and be able to use it	K_W02-05, K_W09, K_U04-07, K_K01-07
Neg_05	Prepare to the negotiations	K_W02-05, K_W09, K_U04-07, K_K01-07
Neg_06	Use techniques and strategies to reach his goals	K_W02-05, K_W09, K_U04-07, K_K01-07
Neg_07	Finish negotiation process and prepare all the necessary documents.	K_W02-05, K_W09, K_U04-07, K_K01-07
Neg_08	Understand social background of negotiations	K_W02-05, K_W09, K_U04-07, K_K01-07

4. Education content:<sup>6</sup>

Name of educational module: <b>Negotiation (Neg)</b>
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<sup>2</sup> Zasadniczo należy nawiązać do kierunkowych efektów kształcenia z zakresu wiedzy i umiejętności społecznych. Jednak nie należy dzielić efektów kształcenia danego modułu na kategorie wiedzy, umiejętności i kompetencji społecznych. Każdy moduł (przedmiot) nie musi obejmować wszystkich trzech kategorii efektów kształcenia, ani też każdego efektu. Jeśli efektem kształcenia jest np. analiza wymagająca określonej wiedzy, to nie trzeba oddzielnie definiować efektów kształcenia w kategorii wiedzy.

<sup>3</sup> Zaleca się, aby, w zależności od modułu, liczba efektów kształcenia zawierała się w przedziale: 5-10.

<sup>4</sup> Kod modułu kształcenia, np. PK\_01 (PK-kod modułu „Prawo karne” w USOS).

<sup>5</sup> Efekty kształcenia dla kierunku studiów *Prawo* (np. K\_W01, K\_U01,...), gdzie: W – wiedza; U – umiejętności; K – kompetencje społeczne (wyszczególnione tylko w symbolach kierunkowych efektów kształcenia); 01, 02... – numer efektu kształcenia.

<sup>6</sup> Zaleca się, aby, w zależności od modułu, liczba treści kształcenia zawierała się w przedziale: 5-10.

Symbol of education content <sup>7</sup>	Description of educational content	Reference to education effects <sup>8</sup>
TK_01	Basic problems – communication process, negotiation and mediation definitions, the role in the company	Neg_01, Neg_02
TK_02	Negotiations as a way to solve the conflicts – reasons of conflict and the ways to solve it	Neg_01
TK_03	Negotiation phases and preparation to the negotiations process	Neg_03-05
TK_04	Negotiations as a Communications proces - role of effective verbal and non-verbal communication	Neg_03-04
TK_05	Characteristics of a good negotiator, time and place of negotiations, negotiation team	Neg_05
TK_06	Main negotiation phase – styles, tactics and techniques, time management, stagnation and impasse in negotiations	Neg_06
TK_07	The ending phase of negotiations	Neg_07
TK_08	International negotiations – the role of cultural differences In negotiations.	Neg_08

5. Literature:

**Books on negotiations the available on the market. Detailed information on the topic will be presented by a teacher at the beginning of semester**

6. Information on the b-learning usage:

**B-learning will take place on the extramural studies. (10 hours of a direct course with a teacher and 20 hours of e-learning).**

7. Information on the place of additional instructions, materials for the course etc .:

**The information on the accessibility will be presented by a professor et the beginning of the academic year.**

### III. Additional information

1. Reference of the educational effects and contents to the way of giving the course and evaluation methods:

Module name (course) : <b>Negotiations (Neg)</b>			
Symbol of education effect for a module <sup>9</sup>	Symbol of the education content <sup>10</sup>	Ways of giving the lecture	Evaluation methods <sup>11 12</sup>

<sup>7</sup> np. TK\_01, TK\_02.

<sup>8</sup> np. PK\_01 – kod modułu kształcenia wg tabeli w pkt. II.3 (kolumna pierwsza).

<sup>9</sup> np. PK\_01 – kod modułu kształcenia wg tabeli w pkt. II.3.

<sup>10</sup> np. TK\_01 – symbol treści kształcenia wg tabeli w pkt. II.4.

<sup>11</sup> Proszę uwzględnić zarówno oceny formujące (F) jak i podsumowujące (P).

Neg_01	K_W02-05, K_W09, K_U04-07, K_K01-07	Lecture	Written examination
Neg_02	K_W02-05, K_W09, K_U01, K_U04-07, K_K01-07	Lecture	Written examination
Neg_03	K_W02-05, K_W09, K_U04-07, K_K01-07	Lecture and the exercises based on active engagement of student into negotiation problems solving (group work)	Written examination, attendance and active participation
Neg_04	K_W02-05, K_W09, K_U04-07, K_K01-07	a.m.	a.m.
Neg_05	K_W02-05, K_W09, K_U04-07, K_K01-07	a.m.	a.m.
Neg_06	K_W02-05, K_W09, K_U04-07, K_K01-07	a.m.	a.m.
Neg_07	K_W02-05, K_W09, K_U04-07, K_K01-07	a.m.	a.m.
Neg_08	K_W02-05, K_W09, K_U04-07, K_K01-07	a.m.	a.m.

**Examination questions a identical to the above mentioned description of educational content.**

**Exercises are based on putting students in a precise negotiation situation, asking them to solve the problem, and commenting the results afterward**

2. ECTS points:

Name of educational module (course): <b>Negotiations (Neg)</b>	
Form of activities	Medium number of hours on activity <sup>13</sup>
Hours of courses with a teacher	Residential studies: 30 hours of lecture Extramural studies: 10 hours of lecture, 20 of <i>e-learningu</i>
The own work of student (all form together) <sup>14 15</sup>	
The sum of hours	
Total number of ECTS points for module	4

3. Total ECTS, receive after classes with teacher and students homework

**Student receives ECTS for the whole module Negotiations, which means for passing the final examination and the active participation in class as well as for the e-learning classes**

8 Evaluation criteria:

**a) Level of knowledge**

<sup>12</sup> Zaleca się podanie przykładowych zadań (pytań) służących ocenie osiągnięcia opisanych efektów kształcenia.

<sup>13</sup> Godziny lekcyjne, gdzie 1 godzina lekcyjna oznacza 45 min.

<sup>14</sup> Praca własna studenta – przykładowe formy aktywności: (1) przygotowanie do zajęć, (2) opracowanie wyników, (3) czytanie wskazanej literatury, (4) napisanie raportu z zajęć, (5) przygotowanie do egzaminu.

<sup>15</sup> Przy przeliczeniu 30 godzin pracy studenta na 1 punkt ECTS. Wtedy pracę własną studenta należy obliczyć poprzez iloczyn 30 i liczby punktów ECTS dla danego modułu, pomniejszony o łączną liczbę godzin poświęconych na zajęcia w planie.

- b) The level of skills –according to the educational effects**
- c) Attendance and active participation in the course**

***Anna Scheibe***