



FACULTY: *Economic and Social Sciences*
COURSE: *Economics*
LEVEL OF EDUCATION: *first-level studies (bachelor)*
FORM OF EDUCATION: *full-time*
PROFILE: practical

SUBJECT CARD (Syllabus)

Subject Name: Basics of Negotiations					ECTS credits: 1	
lecturer: according to the list of lecturers and the schedule of classes						
Year: 3	Lectures	Seminars	Laboratory exercises	Exercise	BUNA*	Form of credit*
Semester: 5	0	0	0	30	0	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic teacher						
The aim of the subject: <i>to present the essence of the negotiation process in business activity, to indicate the key elements affecting the course of business negotiations, to present negotiations in an international perspective, the ability to resolve business conflicts through the negotiation process.</i>						
Didactic methods: <i>assimilation of knowledge through simulations and discussions and practically implemented drama scenes.</i>						
Prerequisites: <i>knowledge of the basics of management, microeconomics (availability of resources and their rational use) and the basics of marketing.</i>						
No	Subject matter of the classes					
I	LECTUREY: nie applicable					
II	SEMINARS: nie applicable					
III	LABORATORY EXERCISES: nie dotyczy					
IV	EXERCISES: <ol style="list-style-type: none"> 1. Basic definitions and their concepts related to negotiations. 2. The negotiation process and its phases. 3. Negotiation techniques – overview. 4. Listening, asking questions and denial in the negotiation process. 5. Mistakes in the art of negotiation. 					
V	BUNA: <ol style="list-style-type: none"> 1. Manipulation of verbal and non-verbal transmission. 2. Intercultural conditions and negotiation styles. 					
Learning outcomes						
Directional effects – symbol and specification				Objective effects – specification		
in the field of <u>KNOWLEDGE</u>:						
P6U_W	P6S_WG P6S_WK	E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and			Discusses the economic conditions and consequences of the negotiation process. Can explain the essence and meaning of the negotiation process.	



		institutions, as well as their elements, characteristics and development.	
P6U_W	P6S_WGP6S_WK	E1_W03 Identifies mutual relations between phenomena, entities, structures and economic institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of selected specialization in the field of economics. Knows how to put this knowledge into practice.	Has knowledge of the processes and phenomena that may lead to situations and conflicts. Can identify the conditions for effective negotiations.
P6U_W	P6S_WG	E1_W04 Knows and understands at an advanced level the application of selected mathematical, statistical methods and IT tools for the collection, analysis and presentation of economic and social data and their practical application in professional activities	Knows basic research approaches and negotiation techniques. Knows how to act and what behaviors should be avoided in negotiations.
P6U_W	P6S_WG	E1_W05 Knows and understands at an advanced degree the knowledge of man as an entity creating economic structures; knows the rules of human behavior in terms of satisfying needs, has elementary knowledge of the principles and motives of human action in the process of creating and implementing tasks and organizational	Is able to determine the motives of human behavior in the context of various situations related to the implementation of their own needs and organization, indicating the areas of conflict situations and ways to solve them. Explains and indicates negotiation styles and key negotiation techniques leading to the resolution of conflict situations, taking into account ethical and moral norms in the field of manipulation of the behavior of the parties to the conflict.



		changes of these structures. He knows how to apply knowledge in practice.	
P6U_W	P6S_WG	E1_W07 Has the knowledge necessary to conduct business, explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) organizing the structures and institutions of economics. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.	Has knowledge of the essence of entrepreneurship and the scarcity of resources giving rise to conflict situations.
P6U_W	P6S_WG P6S_WK	E1_W08 Has knowledge of the processes of development and transformation of entities, institutions and economic structures; recognizes the essence and determinants of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness	
in terms of <u>SKILLS</u>:			
P6U_U	P6S_UW	E1_U01 Is able to correctly observe and interpret economic phenomena and economic processes in the context of legal, technological, political and cultural changes.	Observes and interprets economic phenomena, describes the negotiation process and its phases. Uses basic theoretical knowledge and obtain reliable data to analyze the sources (causes) of conflict situations. Is able to put the knowledge of negotiations into practice.
P6U_U	P6S_UW	E1_U02 Is able to use his theoretical knowledge and effectively and effectively obtain	



		reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.	
P6U_U	P6S_UW	E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes and analyze and evaluate the processes and economic and social phenomena taking place	<p>Uses theoretical knowledge as well as conclusions and negotiation experience (positive and negative) in resolving conflict situations in business. Skillfully distinguishes the styles of conducting negotiation talks.</p> <p>Participates in problem teams solving conflict situations, indicating and recommending alternative solutions to problems and indicating the best solutions through the use of the BATNA technique.</p> <p>Observes and understands phenomena, documents and improves the negotiation process. Has the ability to use appropriate negotiation tactics and techniques depending on the diagnosed internal and external conditions.</p> <p>Prepares a multi-variant negotiation scenario taking into account negotiation styles and techniques, as a result of which it is ready for oral confrontation in situations of business conflicts.</p>
P6U_U	P6S_UK P6S_UW P6S_UO	E1_U07 Can collaborate with others as part of teamwork or as a leader; takes a step in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow rational resolution and optimization of them.	
P6U_U	P6S_UW	E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions burdened with risk and uncertainty, using normative systems, using specialized terminology	
P6U_U	P6S_UW P6S_UO	E1_U10 Independently identifies, diagnoses and resolves problems and applies various variants of solutions in business practice, in connection with the studied specialty.	
in the field of <u>SOCIAL COMPETENCES:</u>			
P6U_K	P6S_KR P6S_KK	E1_K01 Is ready to critically assess the level of his knowledge; recognizes the importance of knowledge in solving cognitive and practical problems and consults experts in case of	<p>Understands the need to improve manipulative and negotiation techniques, as well as assertiveness and empathy in meeting key economically rational needs.</p>



		difficulty in solving the problem on his own.	
P6U_K	P6S_KO P6S_KR	E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the whole team.	<p>Acts in an entrepreneurial way, skillfully communicates with the environment – he listens, asks questions, skillfully denies, and also acquires resistance to failures in the process of agreeing on the terms of agreements during negotiations. By using negotiation strategies and techniques, he understands and takes into account the ethical issues of business, as well as is guided by the principles of respect for partners in the negotiation process.</p> <p>Is prepared to substantively and courageously convey views and arguments in a conflict situation, taking into account the relevant negotiation principles. Shows an active attitude in negotiation processes.</p> <p>Is able to independently improve negotiation skills (verbal and non-verbal) by learning new techniques of influencing the audience and analyzing his own and others' mistakes during negotiation contacts. Is aware of the limitations of economic resources and is able to resolve dilemmas and conflicts, looking for alternative solutions by negotiating the conditions of their use.</p>
P6U_K	P6S_KR	E1_K03 Is ready to recognize the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organizations and to consult experts in this regard in case of difficulties in solving them yourself.	
P6U_K	P6S_KO P6S_KR	E1_K06 Is able to think in an entrepreneurial way and skillfully communicate with the environment; adapts to new situations and conditions, acquires resistance to failure and stress.	

Ways to verify the outcome of this learning (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Effects(symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Activity in class	Participation in the discussion	Individual project	Group project
E1_W02... W04			X				X	X	X		
E1_W05, E1_W07, E1_W08			X				X	X	X		
E1_U01, E1_U02							X	X	X		
E1_U3			X				X	X	X		



E1_U07, E1_U09, E1_U10								X	X	X		
E1_K01, K03, E1_K06								X	X	X		

Form and conditions of passing the subject: realization of the project in a group, passing based on practical tasks discussed during classes plus a colloquium.

The student's workload needed to achieve learning outcomes during hours and ECTS credits	
Contact hours with an academic teacher	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	30
Participation in laboratory classes	
Consultations (2 hours for the lecture, 1 hour for one training group, conv., sem.)	
Sum of	30
Student's own work divided into time (examples of student work forms)	
Form of student work	Number of hours
Preparing for classes	
Writing a paper/project/essay	
Gathering materials and preparing presentations	2
Self-reading	2
Preparing for colloquia/tests	2
Preparing for the written/oral exam in a subject	
Preparation for written/oral credit in a subject	
Sum of	36
Total (contact hours + student's own work)	30
	1 ECTS
1.including the number of ECTS credits for contact hours with the direct participation of an academic teacher	0.5 ECTS
2.including the number of ECTS credits for hours carried out in the form of independent work	0.5 ECTS
Classes with a practical profile	
Types of classes	Number of hours
Participation in laboratory exercises	
Preparing for practical credit	30
Sum of	30
Number of ECTS credits for practical classes	ECTS 1

Basic literature: (up to 3 items)

1. R.J. Lewicki, D.M. Saunders, B. Barry, Negotiation, McGraw-Hill Education, New York 2023.
2. W.W. Baber, Ch. C-Y Fletcher-Chen, Practical Business Negotiation, Taylor & Francis Ltd, Abingdon-on-Thames 2020.

Supplementary literature:

1. A. Dawson, Negotiation Skills, Jackson Denver, 2022.
2. E. Karsaklian, Negotiation Process, Austin Macauley Publishers LLC, 2020.

Acceptance of the Vice-Rector: