#### card of course

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| Subject name | Negotiations and mediations |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Mgr Michał Furmanek |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Optional/practical |
| 2.2. Number of ECTS | 2 |
| 2.3. Language of lectures | English |
| 2.4. Semesters in which the subject is taught | III |
| 2.5.Criteria for selecting course participants | For the specialization: Company management |

1. Learning outcomes and course delivery
	1. Subject Objectives

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| No. | Subject Objectives |
|
| C1 | Learning the concepts of negotiation and mediation |
| C2 | Acquiring skills to prepare and conduct negotiations |
| C3 | Acquiring and developing skills in selecting adequate negotiation and mediation techniques. |
| C4 | Acquiring the ability to recognize used negotiation techniques |
| C5 | Acquiring the ability to communicate properly in negotiations and mediation. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject learning outcomes | Reference to directional effectslearning (symbols) | Method of implementation (mark "X") |
| ST | NST |
| Classes at the University | Activities on the platform | Classes at the University | Activities on the platform |
| After passing the course, the student knows and understands **the knowledge** |
| W1 | Knows and understands the concepts in the field of negotiation and mediation | Z1\_W06Z1\_W07 | X |  | X |  |
| W2 | Understands the difference between mediation and negotiation | X |  | X |  |
| W3 | Knows the stages of the negotiation and mediation process | X |  | X |  |
| W4 | Knows the strategies and techniques of negotiation and mediation | X |  | X |  |
| W5 | Knows the communication process in negotiations | X |  | X |  |
| After passing the course, the student is **able** to: |
| U1 | Is able to professionally prepare for negotiations and mediation | Z1\_U03Z1\_U14Z1\_U15 | X |  | X |  |
| U2 | Is able to use the appropriate negotiation and mediation techniques | X |  | X |  |
| U3 | Is able to use appropriate arguments in negotiations in a given dispute situation. | X |  | X |  |
| U4 | Is able to recognize the negotiation technique used by the other party and respond to it appropriately | X |  | X |  |
| U5 | Able to communicate effectively in the negotiation process | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** |
| K1 | Can communicate effectively with the environment | Z1\_K03Z1\_K06 | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ………………. | Other | **ECTS points** |
| **ST** |  |  |  | 15 |  |  |  |  |  | 2 |
| **NST** |  |  |  | 10 |  |  |  |  |  | 2 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: WORKSHOP

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") |
| ST | NST |
| **Classes at the University** | **Activities on the platform** | **Classes at the University** | **Activities on the platform** |
| 1. | The essence, types of negotiations and mediation | W1, W2 | X |  | X |  |
| 2. | Multicultural Negotiations | W1, W4, K1 | X |  | X |  |
| 3. | Stages of negotiation and mediation | W2, W3, U1, K1 | X |  | X |  |
| 4. | Techniques and strategies in mediation and negotiation | W4, U1, U2, U3, U4, K1 | X |  | X |  |
| 5. | What is proper communication in negotiations? | W3, W5, U1, U2, U3, U4, U5, K1 | X |  | X |  |
| 6. | Difficulties in Negotiation and How to Overcome Them | W5, U2, U3, U4, U5, K1 | X |  | X |  |
| 7. | BATNA and ZOPA | W1 | X |  | X |  |
| 8. | Analysis of specific negotiation and mediation situations . | U1, U4, U5, K1 | X |  | X |  |
| 9. | Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

Evaluate the negotiation scene according to the following scheme:

1. Preparation – the student was adequately prepared for the negotiations and had a developed strategy.
2. Understanding needs – the student is able to identify and understand the needs of the other party.
3. Communication and language of expression – the student communicated his thoughts clearly and effectively, and listened actively.
4. Argumentation – the student used logical and convincing arguments.
5. Flexibility – the student was able to adapt his/her approach during negotiations.
6. Conflict Resolution – the student effectively managed any conflicts that might arise.
7. Establishing common goals – the student was able to find areas of common interests.
8. Finalization – the student successfully concluded the negotiations, reaching mutual consent.

For each criterion you can get a maximum of 3 points, 24 in total.

Scoring: 24-22 points – grade 5; 21-19 – grade 4; 18-15 – grade 3; below – failure.

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE |
| W1-W4 | Presentation of substantive content, guided discussion, case analysis | Test of knowledge of the issues discussed during classes, verifying the achievement of the W1-W4 effects – 50% of the final gradeScoring:Score 3: 11 – 12 pointsRating 3, 5: 13 – 14 pointsScore 4: 15 – 16 pointsRating 4.5: 17 – 18 pointsScore 5: 19 – 20 points | Test sheet |
| SKILLS |
| U1-U4 | Simulation of specific negotiation and mediation situations | Simulation of the negotiation process carried out in groups of two (description above) – 50% of the final grade | Simulation report |
| SOCIAL COMPETENCES |
| K1 | Simulation of specific negotiation and mediation situations | Simulation of the negotiation process carried out in groups of two (description above) – 50% of the final grade | Simulation report |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

1. Bargiel-Matusiewicz, Kamila. Negocjacje i mediacje , PWE 2010,
2. Chmielecki Michał, Techniki negocjacji i wywierania wpływu, Helion, 2021, Gliwice
3. Mediacje: teoria i praktyka / red. nauk. Ewa Gmurzyńska, Rafał Morek. - Wyd. 3 rozszerzone. Warszawa: Wolters Kluwer, 2018
4. Zasady negocjacji / Roy J. Lewicki, Bruce Barry, David M. Saunders; przełożył N. Baranowski, Poznań: Dom Wydawniczy Rebis, 2018

**Supplementary**

1. W. Ury, Odchodząc od nie. Negocjowanie od konfrontacji do kooperacji, Warszawa, 2007.
2. Nordhelle G., Mediacja : sztuka rozwiązywania konfliktów, Fundacja Inicjatyw Społecznie Odpowiedzialnych, Gdańsk, 2010

4. Student workload - ECTS points balance

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| --- | --- |
| **Types of student activity** | **Student Load** |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **15** | **10** |
| Classes included in the study plan | 15 | 10 |
| **Student's own work** | **35** | **40** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 20 | 20 |
| Preparation for passing classes | 15 | 20 |
| **TOTAL STUDENT HOURLY LOAD** | **50** | **50** |
| **Number of ECTS points** | **2** | **2** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |