Course description form (syllabus form) – for 1st and 2nd cycle studies

**A. General data**

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| **Name of the field** | **Content**  |
| Course title |  Business Negotiations  |
| Organizational unit: |  Faculty of Management |
| Organizational unit where the course is offered: |  Faculty of Management |
| Course ID |  2600-IBP-BN |
| Erasmus code / ISCED |  |
| Course groups |   |
| Period when the course is offered  |  Year 1, spring semester |
| Short description | Presentation and discussion of conflict issues. Definition of negotiations. Studying ways of preparation to the negotiation process and its consequences. Practicing negotiation skills with simulations games. |
| Type of course: |  workshops |
| Full description |  Conflict and negotiations* costs and benefits of conflict
* types of conflict
* conflict of interests
* strategies (styles) of conflict resolution
* definition of negotiations
* types of interests
* oxford debate

Preparation to negotiations (interests analysis, alternatives, BATNA, negotiating issues, criteria, propositions (bargaining mix), opening proposal, communication, commitments, parties relationships).Strategies, tactics and techniques in negotiations.Practicing and discussing following topics:* negotiations’ opening – formal and courtesy; negotiating anchor and interests
* distributive bargaining; cooperation
* role of concessions
* revealing information
* persuasion
* prisoner’s dilemma
* communication (listening, talking, asking questions)
* talking about interests
* how to break a deadlock and avoid flop
* „golden bridge”
* steps for reaching agreement
* break in negotiations
* creative negotiations
* ways of perceiving negotiating situation
* building an advantage (negotiating diamond)
 |
| Prerequisites | Formal  |  none |
| Initial  |  none |
| Learning outcomes | Knows and understands in-depth the nature of conflicts and ways of solving them. (K\_W01)Knows and understands the mechanisms occurring in the negotiation process in the business environment. (K\_W02)Is able to use negotiation theory to recognize, diagnose and apply basic negotiation strategies, tactics and techniques. (K\_U01)Is able to plan, organize and manage the negotiation process (individually and in a team). (K\_U05)Is ready to think and act in an effective and ethical manner in business negotiation situations. (K\_K02) |
| ECTS credit allocation (and other scores) |  4 |
| Assessment methods and assessment criteria | Active participation in simulation games |
| Examination  | Participation in 60% of negotiation games |
| Type of class | Interactive  |
| Method of implementation of the subject | - workshops (simulation games, excercises, group work)- discussions |
| Language  |  English |
| Bibliography | Lewicki, R.J., Saunders, D.M., Barry, B. (2019) Essentials of Negotiation. McGraw Hill.Lax, David. A., Sebenius, James K. (2006) *3-D Negotiation: Powerfool tools to change the game in your most important deals*. Harvard Business School Press. Rządca, Robert A. (2003) *Negocjacje w interesach*, Warszawa: PWE. Shell, Richard G. (2006). *Bargaining for Advantage. Negotiation Strategies for Resonable People.* Penguin Books. |
| Internship as part of the course  | Internship is not required to complete the subject |
| Coordinators | Dr hab. Agnieszka Postuła, prof. UW |
| Group instructors | Dr hab. Agnieszka Postuła, prof. UW |
| Notes  |   |

**B. Detailed data**

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| **Name of the field** | **Content**  |
| Group instructors: | Dr hab. Agnieszka Postuła, prof. UW |
| Title  | Business Negotiations |
| Type of class: |  workshops |
| Learning outcomes defined for didactic method used during the course | Knows and understands in-depth the nature of conflicts and ways of solving them. (K\_W01)Knows and understands the mechanisms occurring in the negotiation process in the business environment. (K\_W02)Is able to use negotiation theory to recognize, diagnose and apply basic negotiation strategies, tactics and techniques. (K\_U01)Is able to plan, organize and manage the negotiation process (individually and in a team). (K\_U05)Is ready to think and act in an effective and ethical manner in business negotiation situations. (K\_K02) |
| Assessment methods and assessment criteria for didactic method used during the course | Active participation in simulation games |
| Examination for didactic method used during the course | Participation in 60% of negotiation games |
| Range of content |  Conflict and negotiations* costs and benefits of conflict
* types of conflict
* conflict of interests
* strategies (styles) of conflict resolution
* definition of negotiations
* types of interests
* oxford debate

Preparation to negotiations (interests analysis, alternatives, BATNA, negotiating issues, criteria, propositions (bargaining mix), opening proposal, communication, commitments, parties relationships).Strategies, tactics and techniques in negotiations.Practicing and discussing following topics:* negotiations’ opening – formal and courtesy; negotiating anchor and interests
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* persuasion
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* communication (listening, talking, asking questions)
* talking about interests
* how to break a deadlock and avoid flop
* „golden bridge”
* steps for reaching agreement
* break in negotiations
* creative negotiations
* ways of perceiving negotiating situation

building an advantage (negotiating diamond) |
| Didactic methods |  - workshops (simulation games, excercises, group work)- discussions |
| Bibliography | Lewicki, R.J., Saunders, D.M., Barry, B. (2019) Essentials of Negotiation. McGraw Hill.Lax, David. A., Sebenius, James K. (2006) *3-D Negotiation: Powerfool tools to change the game in your most important deals*. Harvard Business School Press. Rządca, Robert A. (2003) *Negocjacje w interesach*, Warszawa: PWE. Shell, Richard G. (2006). *Bargaining for Advantage. Negotiation Strategies for Resonable People.* Penguin Books. |
| Group limit  |  50 |
| Time span |   |
| Location |   |