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 |  ------------- |
| Erasmus code / ISCED |  **---------------** |
| Course groups |  IBP & Short-term students |
| 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 debatePreparation 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. 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
* 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) |
| 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 |   |