

COURSE DESCRIPTION FOR 2022/2023 RECRUITMENT

GENERAL INFORMATION

1. **Course title** Negotiations
1. **2. Name of the field of study** Finance and Accounting
2. **3. Study level** first-degree
3. **4. Number of ECTS credits** 3
4. **5. Number of hours per semester**
- 5.

semester	lectures	practical classes	laboratory classes/foreign language course	project/practicals	pws	training period
6		30				

6. **6. Language of instruction** English
7. **7. Lecturer** mgr Anna Trocewicz

DETAILED INFORMATION

8. Prerequisites

1. Basic knowledge of management.

9. Objectives of the course

O1 To provide an understanding of conflict and negotiation.

O2 To describe the most common types of conflict and negotiation that occur in the context of finance and accounting.

O3 To describe negotiation models and situations (distributive negotiation, integrative negotiation, multilateral negotiation, international negotiation).

O4 To acquaint students with basic methods of conflict management and negotiation techniques.

O5 To prepare students to manage conflict and conduct successful negotiations.

10. Learning outcomes in terms of knowledge, skills and social competences

A student who has passed the course:	reference to the learning outcomes related to the field of study
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KNOWLEDGE

EU0 1	Has knowledge and understanding of how to recognize negotiation as a basic social skill and understands the nature of negotiation.	K_W08, K_W10
EU0 2	Has knowledge and understanding of how to identify and distinguish between basic types of conflict and negotiation.	K_W08, K_W10

SKILLS		
EU03	Can apply conflict management methods	K_U01, K_U05
EU04	Can use bilateral, multilateral, international and third-party negotiation techniques.	K_U01, K_U05
SOCIAL COMPETENCES		
EU05	Is prepared to plan, prepare and conduct a successful negotiation.	K_K02, K_K05, K_K06
EU06	Is willing to work in a group assuming various negotiating roles.	K_K02, K_K06
EU07	Is prepared to counter unfair negotiating behaviour.	K_K01, K_K03, K_K04
11. Curriculum content		
Form of classes - practical classes		
1. <u>Introduction to negotiation:</u> factors determining the growing importance of negotiations and conflict management, the place of negotiations in the structure of sciences – negotiations as a sub-discipline of management sciences, negotiations as a practical activity and science, directions of interest in the issue of negotiations, properties of negotiations as a social interaction, ways in which parties can behave in the face of conflict, specifics of the relationship between the parties to negotiations – interdependence of the parties, limits on the rationality of the parties. 2. <u>Conflict as a driving factor in negotiations – conflict management:</u> The concept of conflict, levels of conflict, types of conflict, conflict dynamics, consequences of conflict, diagnosing conflict. 3. <u>Planning and preparing for negotiations:</u> The importance of planning and preparing negotiations, the process of negotiation, the place of preparation in the structure of the negotiation process, typical mistakes in preparation, negotiation preparation activities, levels of preparation 4. <u>Positional bargaining (win-lose):</u> elements of the structure of the negotiating relationship in positional bargaining (point of resistance, target point, area of negotiated agreement), offers and concessions, argumentation and persuasion, strategies and styles of positional bargaining 5. <u>Integrative bargaining (win-win):</u> the essence of integrative bargaining, the process of integrative bargaining, integrative bargaining strategies (obtaining additional resources, exchange of issues, “cutting costs”, compensation, “bridging”), communication tactics 6. <u>Problems associated with third-party intervention in negotiations – “third-party negotiations”:</u> reasons for using a third party in negotiations, ways of third-party intervention (arbitration, judicial solution, mediation, facilitation), types of mediation, rules of selecting a mediator, mediation process – rules of conduct of a mediator, mediation in solving collective disputes, managerial mediation 7. <u>Techniques for shaping situations in negotiations:</u> problems of choosing the place of negotiation, the principles of preparing the venue for the talks, the importance of the way of taking seats, the role of the time factor in negotiations 8. <u>Multilateral negotiations:</u> reasons for the increase in the importance of multilateral negotiations, areas of application of multilateral negotiations, intra-organizational negotiations, principles of conducting meetings, characteristics of multilateral negotiations, process of improving multilateral negotiations 9. <u>Ethical problems of negotiation:</u> ethical perspective in evaluating the actions of negotiators, reasons for unethical behaviour in negotiations, types of unethical behaviour (lying and manipulation), ways to counteract unethical behaviour in negotiations 10. <u>Summary of classes</u>		
12. Teaching tools/methods		
1. Discussing problems		
2. Multimedia presentation		
3. Case study		

4. Group negotiation simulations	
5. Students' own work	
6. Presentation of group work	
7. Discussion	
13. Assessment methods (partial, final)	
1. Test	
2. Group work	
3. Activity in class	
14. Student workload	
Form of activity	number of hours
1. Classes with direct participation of the teacher and consultations	35
2. Student's workload	40
Total	75
ECTS credits	3
15. Literature	
Basic literature:	
1. D. Goldwich, <i>Win-Win Negotiation Techniques: Development the Mindset, Skills and Behaviours of Winning Negotiators</i> , Marshall Cavendish Business, 2011.	
2. J. Kamiński, <i>Negocjowanie. Techniki rozwiązywania konfliktów</i> , Poltext, Warszawa 2009	
3. R.J. Lewicki, D. M. Saunders, B. Barry, J. W. Minton, <i>Zasady negocjacji</i> , Dom Wydawniczy Rebis, Poznań 2005	
Supplementary literature:	
1. R. Fisher, W. Ury, <i>Getting to yes: negotiating agreement without giving in</i> , Penguin Books, 2000	
2. Falcao H., <i>Value Negotiation: How to Finally Get the Win-Win Right</i> , Pearson education; First edition, 2010.	
3. J. Kamiński, <i>Negocjacje w działalności marketingowej przedsiębiorstw</i> , Wyd. UwB, Białystok 2006	
16. Forms of evaluation - details	
The final grade for the course is based on a written test and an evaluation of group work. Activity during classes is an element that increases the final grade.	
17. Other useful information about the course	
1. Direct information about the course and the program content is provided by the course instructor during the course and during consultations.	
2. Classes will be held at ABNS in Biała Podlaska.	
3. Classes will be held according to the current class schedule.	
4. Consultations will be held according to the current schedule.	