

CARD OF COURSE

Subject name	Negotiations and mediations
--------------	------------------------------------

1. LOCATION OF THE SUBJECT IN THE SYSTEM OF STUDIES

1.1. Programme	Management
1.2. Mode of study	Full time studies
1.3. Level of degree	First-degree
1.4. Profile	Practical

1.5. Unit running the subject	Nauk społecznych i humanistycznych
1.6. Speciality	-----
1.7. Lecturer responsible for the subject	MA Sylwia Zasada

2. GENERAL CHARACTERISTICS OF COURSE

2.1. Connection with a subject group	Primary
2.2. Total credits (ECTS)	1
2.3. Language of instruction	English
2.4. Semesters in which the subject is carried out	III
2.5. Criterion for selection of listeners	-----

3. LEARNING OUTCOMES AND METHOD OF CONDUCTING CLASSES

3.1. Aim of the subject

Lp.	Aim of the subject
C1	Aquisition of the knowledge on the subject of mediations and negotiations.
C2	Developing of the skills needed for negotiations and mediations in various cultural situations and context in particular and in business.
C3	Improving fluent negotiations and mediations in various social and interpersonal and bussiness situations.
C4	Aquisition of the skills needed to create your image and a applying inherent vocal abilities.
C5	Becoming aware of the importance of voice production as a key success factor in negotiations and mediations.
C6	Getting familiar with the tricks of verbal and nonverbal communication.

3.2. . Learning outcomes, divided into KNOWLEDGE, SKILLS AND COMPETENCIES, with reference to learning outcomes for an area (s) and a field of study

Lp.	Description of learning outcomes	Reference to the learning outcomes
After completing the subject, student in the range of KNOWLEDGE , can		

W1	Rules of negotiations and mediations	Z1_W06
W2	Social, interpersonal and bussiness situations in which negotiations and mediations take place	Z1_W06
W3	Importance of voice production in negotiations and mediations	Z1_W06
W4	Importance of verbal and nonverbal communication in negotiations and mediations	Z1_W06
After completing the subject, student in the range of SKILLS , can		
U1	The ability to prepare a good negotiation scenario	Z1_U11
U2	Good command of voice which is consistent with image	Z1_U11
U3	Awerness of nonverbal message	Z1_U11
U4	The ability to manage verbal and nonverbal message	Z1_U11
After completing the subject, student in the field of SOCIAL COMPETENCES , can		
K1	The ability to present and defend his/ her ideas	Z1_K03
K2	The ability to persuade successully to his/ her point of view	Z1_K03
K3	The ability to upgrad his/ her skills	Z1_K03

3.1.3.3. Type of classes and number of hours – Full time studies (ST), Part time studies (NST)

Mode of study	Lecture	Discussions	project	works-hops	Lab	Seminar	lecture-ship	Additional Online (form)	Others	ECTS
ST	-----	-----	-----	8	-----	-----	-----	-----	-----	1
NST										

3.4. Curriculum content (separately for each type of classes: (Lecture, Discussions, project workshops, Lab, Seminar, lectureship)

TYPE OF LECTURES: workshop

Lp.	Content of lectures	Form of teaching			
		FULL TIME STUDIES		PART TIME STUDIES	
		CLASSES	PLATFORM	CLASSES	PLATFORM
1.	The concept of negotiations and mediations Approaches to negotiations and mediations	X			
4.	The way you negotiate, the way you are perceived – exercises.	X			

3.5 Methods of evaluation of learning outcomes (in relation to particular effects)

Learning outcome	Form of evaluation							
	Oral exam	Written exam	Project	Test	Home-work	Paper Report	Discussion	Others
W1			x		x		x	
W2			x		x		x	
W3			x		X		x	
W4			x		X		x	
U1			x		X		x	
U2			x		X		x	
U3			x		X		x	
K1			x		X		x	
K2			x		X		x	
K3			x		X		x	

3.6. Criteria for assessing the achieved learning outcomes

Learning outcome	Student receiving a grade 3 is able to:	Student receiving a grade 4 is able to:	Student receiving a grade 5 is able to:
W	Student knows and understands concepts of negotiations and mediations.	Student knows and understands concepts of negotiations and mediations. Is able to explain what verbal and nonverbal synergy is in negotiations and mediations.	Student knows and understands concepts of negotiations and mediations. Is able to explain what verbal and nonverbal synergy is in negotiations and mediations. Knows the rules of negotiations and mediations strategies.
U	Student is able to prepare short negotiation scenario.	Student is able to prepare short negotiation scenario based on the rules	Student is able to prepare short negotiation scenario based on the rules.
K	Good command negotiation strategies.	Good command negotiation strategies.	Good command negotiation strategies of proper voice production, verbal and nonverbal communication, and knowledge of the business section he or

		she wants to represent
--	--	------------------------

3.7. Literature

Basics:

1. Dawson Roger, „Sekrety negocjacji dla biznesmenów” („Negotiations secrets for businessman”), Warszawa 2019.
2. https://www.englishmind-online.com/post/negotiation-phrases-in-english?fbclid=IwAR0_g3GwoIKcFggm_r0herfu-Gj0s7T8KV4zabd83CDqINljDr7ccS4nx9A
3. <https://www.londonschool.com/blog/useful-expressions-negotiating/?fbclid=IwAR0WfQXyHoNbQl8IVewekw71A484DrcREoIOQkwPKp5KDdJkb3zSvtKN72M>
4. https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/?fbclid=IwAR06e1yjP1Ph6dNpI3q_3hfjgwzxo46XcqRCWgmf4A41kYSpYpCVD6RNo
5. <https://www.lingualbox.com/blog/useful-english-phrases-you-must-know-for-business-negotiations?fbclid=IwAR2B8-xoBriiKCM68L2BKAgFlxkFfLSNJIBOAhAPgSLCnTMyG42zFUTpvY>
6. <https://www.investopedia.com/terms/n/negotiation.asp>
7. <https://en.wikipedia.org/wiki/Negotiation>

Supplementary:

1. Nęcki Zbigniew, „Negocjacje w biznesie”, Warszawa 1991.
2. Don Gabor, „Słowa, które pomagają wygrać”, Wydawnictwo Rebis, 2005.

4. STUDENT'S WORKLOAD – BALANCE OF CREDITS (ECTS)

Activity	Student workload	
	Full time studies	Part time studies
CONTACT HOURS (activities that require direct participation of an academic teacher)		
Participation in lectures	8	
Consultation (min. 10% of hours provided for any form of classes)	1	
STUDENT'S OWN WORK		

Independent study on the subject of lectures and completion of homework	1	
Self-preparation for other classes than lecture (project etc.)	1	
Preparation for evaluation	8	
Preparation for evaluation and passing an exam	1	
TOTAL STUDENT WORKLOAD		
Credits (ECTS) for a subject	1	

Date of last change	13.01.2022 r.
Zmiany wprowadził	Sylwia Zasada
Zmiany zatwierdził	