

## SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020  
of 13 July 2020 *on the model subject card  
at the Warsaw Management University*

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
<b>SUBJECT NAME</b>										
Negotiations										
<b>Name of the organizational unit leading the course:</b>				Faculty of Management and Technical Sciences						
<b>Name of the field of study, level of education:</b>				Management, second cycle						
<b>Studying profile:</b>				general academic						
<b>Name of the specialisation:</b>				-						
<b>Type of learning module:</b>				Specialised						
<b>Year/Semester:</b>				Year II, semester 4.						
<b>Person coordinating the subject:</b>				Paweł Dąbrowski, PhD						
<b>Prerequisites (resulting from the succession of subjects):</b>				lack						
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Practical classes	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Credit	Total hours
Full-time studies	15		15							30
Part-time studies	12		12							24
III. METHODS OF TEACHING ACTIVITIES										
<b>Forms of classes</b>			<b>Didactic methods</b>							
Lecture										
Seminar			Multimedia presentations. Discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners							
IV. OBJECTIVE LEARNING OUTCOMES IN RELATION TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
<b>No.</b>	<b>Description of the learning outcomes in question</b>								<b>Directional effect reference</b>	
<b>Knowledge:</b>										
1	The student knows and understands the principles of management psychology to an in-depth degree and relates them to real problems in the field of negotiations.								ZO2_W14 P7S_WG	
2	The student knows and understands to a deeper degree social phenomena and human behavior in the organization and the factors causing these phenomena and behaviors.								ZO2_W11 P7S_WG P7S_WK	
3	The student knows and understands in depth the essence and importance of communication and negotiation.								ZO2_W12 P7S_WG	
<b>Abilities:</b>										
1	The student is able to use the acquired knowledge related to conducting negotiations and mediation, also in running a business on their own account								ZO2_U02 P7S_UW	
2.	The student is able to integrate knowledge from various fields in order to create innovative solutions to problems using negotiation techniques.								ZO2_U01	

## SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020  
of 13 July 2020 *on the model subject card*  
at the *Warsaw Management University*

		P7S_UW
3.	The student can organize teamwork and lead teams and effectively communicate, negotiate and persuade.	ZO2_U13 P7S_UK P7S_UO
<b>Social competences:</b>		
1	The student is ready to negotiate and persuade with a focus on achieving common goals by performing various functions in the organization	ZO2_K08 P7S_KO
<b>V. CURRICULAR CONTENT (LEARNING)</b>		
<b>No.</b>	<b>Lecture:</b>	<b>Reference to the learning outcomes in question</b>
1	The essence and styles of negotiation	ZO2_W14 ZO2_W11 ZO2_W12 ZO2_U02 ZO2_U01 ZO2_U13 ZO2_K08
2	Process and rules for conducting effective negotiations	
3	Negotiation techniques	
4	Persuasion techniques	
5	Manipulation in negotiations	
6	Conditions and difficult situations in negotiations	
7	Manager, negotiator	
<b>No.</b>	<b>Seminar:</b>	<b>Reference to the learning outcomes in question</b>
1	Effective interpersonal communication. The role of negotiations in the management of organizations.	ZO2_W14 ZO2_W11 ZO2_W12 ZO2_U02 ZO2_U01 ZO2_U13 ZO2_K08
2	Exercises in selected aspects of communication with special attention to the elements of non-verbal communication.	
3	Phases of the negotiation process. Basic negotiation styles.	
4	Dynamics of negotiations. Practical elements of building strategies for effective negotiations.	
5	Mediation as a special type of negotiation.	
6	Specificity of difficult negotiations, including international ones (case reports)	
<b>VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES</b>		
<b>Learning outcomes</b>	<b>Verification method</b>	<b>Form of classes in which EUS is verified (Learning outcome)</b>
<b>Knowledge:</b>		
ZO2_W14 ZO2_W11 ZO2_W12	<b>Written paper, presentation, discussion activity</b>	Lecture/ Seminar
<b>Abilities:</b>		
ZO2_U02 ZO2_U01 ZO2_U13	<b>Written paper, presentation, discussion activity</b>	Lecture/ Seminar
<b>Social competences:</b>		
ZO2_K08	<b>Written paper, presentation, discussion activity</b>	Lecture/ Seminar

## SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020  
of 13 July 2020 on the model subject card  
at the Warsaw Management University

VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes identified for the knowledge, skills and competences module	The student obtains less than 50% of the max. number of points for a given effect	The student gets from 50 to 59% of the max. number of points for a given effect on a grade of 3 and  The student gets from 60 to 69% of the max. number of points for a given effect per grade 3.5	The student gets from 70 to 79% of the max. number of points for a given effect per grade 4, and  The student obtains from 80 to 89% of the max. number of points for a given effect per rating 4.5	The student obtains more than 89% of the max. number of points for a given effect
VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS				
Type of activity ECTS	Student load			
	Full-time studies	Part-time studies		
Participation in didactic classes (lectures, practical classes, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	30	24		
Exam/Credit	1	1		
Participation in the consultations	1	1		
Project / Essay				
Independent preparation for didactic classes	9	12		
Preparing to pass a didactic class	9	12		
<b>Total student workload (25h = 1 ECTS) TOTAL hours/ECTS</b>	<b>2 ECTS/50h</b>	<b>2ECTS/50h</b>		
Student load in classes in direct contact with the teacher	30	24		
Student load in practical classes				
Student load in practical vocational preparation classes				
Student load in research preparation classes				
IX. LITERATURE AND OTHER DIDACTIC MATERIALS				
<b>Basic literature:</b>				
<ol style="list-style-type: none"> <li>1. Michał Chmielecki, Techniki negocjacji i wywierania wpływu [Negotiation and influence techniques] (ebook), Onepress Publ. 2021</li> <li>2. Krzysztof Kałucki, Negocjacje [Negotiations], Difin Publ. 2022</li> </ol>				
<b>Supplementary literature:</b>				
<ol style="list-style-type: none"> <li>1. Berne E., <i>W co grają ludzie</i> [What people play], PWE Publ., Warsaw 2001</li> <li>2. Bargiel-Matusiewicz, <i>Negocjacje i mediacje</i> [Negotiations and Mediation], PWE Publ., Warsaw 2007</li> <li>3. Nęcki Z., <i>Komunikacja międzyludzka</i> [Interpersonal communication], Antykwa Publ., Kraków 2000.</li> <li>4. Nęcki Z., <i>Negocjacje w biznesie</i> [Negotiations in business], Antykwa, Kraków 2000.</li> </ol>				
<b>Other teaching materials: - Moodle, MS Teams</b>				