

Course title	Negotiation						ECTS code	14.03.5364				
							ECTS credits	5				
							max. students	35				
Name of unit administrating study	ITiHM	Field of study	Economics/MSG**		Field of specialisation	NONE;						
Teaching staff	Jacek Winiarski, Associate Professor											
Number of hours												
Lectures	30	Classes	0	Tutorials	0	Laboratory	0	Seminars	0	Language classes	0	
Forma aktywności						Year&Type of studies*	2 SS1,					
Hours with the participation of the academic teacher (including office hours, exams, others):				55		Semester:		3,				
Hours without the participation of the academic teacher (student's self-study, homeworks):				20		Type of course:		optional				
Total number of hours:				75		Language of instruction:		English				
Teaching form	blended learning											
Teaching methods	Activating methods in training classes, Collaborating, group activities, Didactic games, E-learning,											
Prerequisites (required courses and introductory requirements)												
Required courses	None.											
Introductory requirements	Basic writing skills, including grammar and mechanics computer skills, including the ability to create PowerPoint presentations, communicate via email, and use the Internet.											
Assessment method, forms and criteria												
Assessment method	Course completion (graded)											
Assessment criteria	<p>1. Exam is a multiple choice test (10 individual question for every student). You are given one point for each correct answer. The points are translated into conventional grades using the following algorithm: 51-60% satisfactory (3), 61-70% satisfactory plus (3,5), 71-80% good (4), 82-90% good plus (4+), 91-100% very good (5).</p> <p>2. Individual presentation in front of the group on the agreed topic.</p> <p>The final grade is made up of the following components: 33,3% test, 33,3% presentation on contemporary psychology issues, 33,3 % active participation in debate.</p>											
Course objectives												
Students successfully completing the course will be able to:												
<ul style="list-style-type: none"> Describe the actions taken on different stages of negotiations; appreciate and explain the importance of pre-negotiation and post-negotiation phases List the roles and functions in negotiation teams; demonstrate the skills of organizing and managing negotiation teams Formulate and apply the instruments of negotiation strategy and tactics 												
Learning outcomes												
Knowledge	MSG1_W01	The student has a basic knowledge of negotiation and their importance in business practice										
	MSG1_W05	The student knows the principles, techniques and regularities of conducting business, social and political negotiations										
	MSG1_W11	The student knows various scenarios and negotiation techniques										
Verification of learning outcomes - Knowledge												
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project	

MSG1_W01							X	X	X		
MSG1_W05							X	X	X		
MSG1_W11							X	X	X		

Skills	E1_U01	The student identify the zone of possible agreement (ZOPA) in negotiations									
	E1_U09	The student explain the functions of the best alternative to a negotiated agreement (BATNA); recognize and use BATNA in negotiations									
	MSG1_U02	The student distinguish positions from interests in negotiations; discover interests of the other side in negotiations; create interest maps									

Verification of learning outcomes - Skills

Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
E1_U01						X	X	X	X		
E1_U09						X	X	X	X		
MSG1_U02						X	X	X	X		

Attitudes	E1_K01	The student is able to apply creative thinking in solving complex problems negotiation									
	E1_K05	The student can work in a group in order to conduct effective negotiations									
	MSG1_K06	The student can find optimal solutions for selected negotiation issues									

Verification of learning outcomes - Attitudes

Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
E1_K01					X	X	X				
E1_K05					X	X	X				
MSG1_K06					X	X	X				

Course contents
1. Introduction

- Definition negotiation
- Negotiation vs other social interactions
- Aspects of negotiation research and practice

2. Preparing the negotiations

- Goal-setting: identifying your goals, options and criteria of success
- Identifying your BATNA and ZOPA,
- Assessing the other side, red-teaming
- Learning about catalysts and barriers of successful collaboration
- Designing a negotiation plan
- Creating a negotiation team

3. The actual negotiation stage

- Phases of actual negotiations: initial phase, exploratory phase and finalization
- Rational and emotional elements of trust, cultural and psychological differences of trusting people
- Tactics for promoting a constructive negotiation climate
- Positions and interests in negotiations
- Negotiation scenarios: *win-win*, *win-lose*, *lose-win*, *lose-lose*
- The Thomas-Kilmann Conflict Mode Instrument in negotiations

- Leigh Thompson's five negotiation mental models
 - Negotiation styles
 - Persuasion techniques
 - Instruments of negotiations
 - The role of outside actors in negotiations: the media and interest groups
 - Finalization: overcoming impasse
 - Reaching an agreement, types of agreements
4. Negotiation strategies
- Positional bargaining
 - Principled negotiations by Roger Fisher and William Ury
 - Mixed negotiating by Willem Mastenbroek
 - 3-D Negotiation by David Lax and James Sebenius
5. Countering manipulation and psychological press
- The methods and algorithms of revealing and countering manipulation
 - Transactional analysis in negotiations
6. Post-negotiation stage
- Implementation and compliance
 - Post-negotiation assessment and evaluation
7. Negotiation cases
- International and cross-cultural negotiations
 - Crisis negotiations

Recommended reading lists

Primary literature:

Berghoff, E. A. et al. (2007). The International Negotiations Handbook. Success through Preparation, Strategy, and Planning. PILPG and Baker & McKenzie.

Online access: http://www.bakermckenzie.com/files/Uploads/Documents/Supporting%20Your%20Business/Featured%20Services/bk_internationalnegotiationshandbook_12.pdf

Jensen, K. (2013). The Trust Factor: Negotiating in SMARTnership. Palgrave Macmillan.

Online access: <http://proxylibrary.hse.ru:2099/toc.aspx?bookid=89465>

Supplementary literature:

Tracy, B. (2013). Negotiation. AMACOM.

Online access: <http://proxylibrary.hse.ru:2099/toc.aspx?bookid=54339>

Craver, C. B. (2012). The Benefits to Be Derived from Post-Negotiation Assessments. GW Law Faculty Publications & Other Works. Paper 464.

Online access: http://scholarship.law.gwu.edu/faculty_publications/464

Contact

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* SS1- undergraduate studies * SS2 - graduate studies * SDang - doctoral studies
** MSG - International Economic Relations