

**Subject card**

<b>Subject name and code</b>	Negotiations - lecture, PG_00134103						
<b>Field of study</b>	Taxes and Tax Consultancy						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>	2025/2026				
<b>Education level</b>	Master's studies	<b>Subject group</b>	Optional subject group Humanistic-social subject group				
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>	at the university				
<b>Year of study</b>	2	<b>Language of instruction</b>	Polish				
<b>Semester of study</b>	4	<b>ECTS credits</b>	2.0				
<b>Learning profile</b>	academic	<b>Assessment form</b>	credit				
<b>Conducting unit</b>	Department of Organisation and Management -> Faculty of Management -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>	dr Joanna Litwin					
	<b>Teachers</b>	dr Joanna Litwin					
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	20.0	0.0	0.0	0.0	0.0	20
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	20		0.0		30.0	50
<b>Subject objectives</b>	The purpose of the class is to show the ways and principles of effective negotiation and to provide knowledge on effective interpersonal communication in the negotiation process.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PiDPMU2_K01] The graduate understands the complexity of problems in the field of tax law, finance, accounting and related disciplines, and therefore is ready to critically assess the knowledge and content received in this field. He/she understands the importance of knowledge in solving cognitive and practical problems and - in case of difficulties with solving the problem - consulting experts in tax law, finance, accounting and related disciplines (especially researchers, experienced tax advisors, lawyers dealing with disciplines other than tax and balance sheet law), and, if necessary, also expert specialists in disciplines other than legal and economic sciences	Knows and understands the complexity of problems occurring in relationships between business entities. Is able to consciously select and make effective use of expert advice, expertise and publications to carry out a variety of team tasks to enhance the effectiveness of the negotiation process.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report
	[PiDPMU2_U05] He/she is able to conduct a debate on problems related to the application of tax, financial and accounting law	Is able to conduct debates, select arguments in discussions and adapt the message and behaviour to the characteristics of the audience in order to increase the effectiveness of communication, also in a negotiation situation.	[SU1] oral statement/conversation/discussion
	[PiDPMU2_U01] The graduate is able to use the theoretical knowledge in the field of tax law, accounting and related scientific disciplines in order to formulate and solve complex and unusual problems that may occur in this area, especially complex problems of tax analysis and accounting, especially complex validation and interpretation problems in the field of tax law and problems of tax analysis and accounting	Is able to use their knowledge to find an appropriate strategy to act in a negotiation situation. Is able to communicate with the environment in such a way as to increase the likelihood of reaching an effective agreement.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report
	[PiDPMU2_U08] He/she can independently plan and fulfill the need of lifelong learning	Is aware of the necessity and is able to independently realise the need to learn, especially in terms of differentiating attitudes, behaviour and actions according to the role played in the negotiation process and the interpersonal communication supporting this process.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	[PiDPMU2_U04] He/she can communicate on specialist legal, financial and tax topics with diverse audience	Is aware of the differences in communication with different subjects. Is able to communicate on specialised topics and to select diverse methods, means of communication so as to communicate effectively with diverse audiences.	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	[PiDPMU2_W04] He/she has widened knowledge and knows notions describing the most significant economic and social phenomena, understands the basic processes taking place in market economy, understands fundamental dilemmas of contemporary civilization connected with global economic development	Has an extended knowledge of and can characterise the key stages of the negotiation process. Has knowledge of methods to strengthen and use the negotiating position.	[SW2] presentation/project/paper/report

	Course outcome	Subject outcome	Method of verification
	[PiDPMU2_K04] He/she is ready to perform professional roles related to the application of tax and balance sheet law and to demand it from others - including, in particular, the development of the achievements of the profession of tax advisor, maintaining the ethos of this profession, observing and developing the principles of professional ethics, and acting towards compliance with these principles	Is ready to fulfil professional roles responsibly. Is able to cooperate in a group, to lead it and to choose such ways and methods of action that will allow for effective and efficient negotiations, conducted with respect for professional ethics.	[SK2] presentation/project/paper/report [SK8] observation of student's independent or team work
Subject contents	1. Negotiations - introduction (definitions, goals, principles of conducting). 2. Stages of negotiation - actions, principles, mistakes. 3. Negotiation styles and orientations. 4. Negotiator - characteristics of an effective negotiator. 5. Manipulation in negotiations. 6. Verbal and non-verbal communication in negotiations. - Types, features, barriers, principles of communication. 7. Preparation for negotiations - implementation of the project.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	team project - completion of work in student groups (quality content, compliance with state of the art, timeliness)	51.0%	100.0%
Recommended reading	Basic literature	1. R. Fisher, W. Ury, B. Patton, Getting to Yes: Negotiating An Agreement Without Giving In, Random House UK Ltd 2018. 2. W. Ury, Getting Past No, Bantam Doubleday Dell Publishing 2003. 3. Ch. Voss, T. Raz, Never Split the Difference: Negotiating As If Your Life Depended On It, Harper Collins Publishing 2016.	
	Supplementary literature	1. Malhotra D., Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle), Berrett-Koehler Publishers; 1st edition, 2016. 2. Castle T., The Art of Negotiation: How to get what you want (every time), I_AM Self-Publishing 2018	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Prepare project: Preparation for negotiation (in the indicated situation) according to the scheme and rules set by the instructor, for example: 1. Identify, formulate and prioritise objectives for negotiation for the indicated negotiation situation. 2. Identify members of the negotiating team. 3. Prepare alternatives to a negotiated agreement - BATNA		
Work placement	Not applicable		

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