

Subject card

Subject name and code	Negotiation and mediation techniques in administrative science - wykład, PG_00136364						
Field of study	Administration						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	undergraduate studies	Subject group			Optional subject group		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			English		
Semester of study	1	ECTS credits			2.0		
Learning profile	academic	Assessment form					
Conducting unit	Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Tomasz Widlak				
	Teachers		dr hab. Tomasz Widlak				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	20.0	0.0	0.0	0.0	0.0	20
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	20		0.0		30.0	50
Subject objectives	The aim of the course is to comprehensively familiarise students with the theoretical foundations of Alternative Dispute Resolution (ADR), with particular emphasis on negotiation and mediation in administration. The lecture will present elements of interdisciplinary research conducted in the social sciences and legal studies on negotiation and mediation. The aim of the course will also be to familiarise students with legal negotiation and mediation techniques and strategies as well as to develop and practice negotiation skills.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems		appreciates the role of knowledge of alternative dispute resolution methods in resolving interpersonal conflicts		[SK8] observation of student's independent or team work		
	[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity		can interpret interpersonal conflicts of interest and undertake their reconciliation		[SU6] demonstration of practical skills		
	[ADMINL3_WG02] The graduate demonstrates fundamental knowledge about the subject of regulations of individual branches of law		has a basic knowledge of negotiation and mediation		[SW1] oral statement/ conversation/discussion		

Subject contents	<p>1. The concept of alternative dispute resolution (ADR). Comparison of alternative and formal methods. The place of negotiation and mediation in administration.</p> <p>2. Ethical conditions for resolving disputes by negotiation. The professional role of a negotiator and mediator.</p> <p>3. Social and psychological determinants of resolving disputes by negotiation. Fundamentals of social communication theory. Fundamentals of cognitive science and cognitive heuristics.</p> <p>4. Verbal and non-verbal communication in negotiation and mediation. Multicultural negotiations.</p> <p>5. Negotiations and mediation and their legal regulation. The importance of procedural and formal elements in negotiation and mediation.</p> <p>6. Negotiation strategies. Basic communication techniques of universal use in conflict situations.</p> <p>7. Cooperative techniques in negotiations (simulations).</p> <p>8. Confrontation techniques in negotiations (simulations).</p>								
Prerequisites and co-requisites									
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade						
	workshop	100.0%	100.0%						
Recommended reading	<table border="1"> <tr> <td data-bbox="448 925 798 1783">Basic literature</td> <td colspan="2" data-bbox="802 925 1493 1783"> <p>Ch. Voss, Never split the difference. Negotiating as if your life depended on it, 2016.</p> <p>S. Fish, Winning arguments, 2016.</p> <p>J. Stelmach, Foundations of Legal Negotiations, Copernicus Centre Press, Kraków 2014.</p> <p>R. Fisher, W. L. Ury, B. Patton, Getting to Yes: Negotiating Agreement Without Giving In, Penguin Publishing Group 2011.</p> <p>J. Jabłońska-Bonca, K. Zeidler (red.), Prawnik a sztuka retoryki i negocjacji, wyd. 2, Wolters Kluwer, Warszawa 2016.</p> <p>J. Stelmach, B. Brożek, Negocjacje, Copernicus Center Press, Kraków 2018.</p> <p>T. Widłak, Negocjacje i mediacje z perspektywy prawoznawstwa, [w:] A. Szmyt, J. Boszycki, J. Stelina, W. M. Iwanow (red.) Aktualne problemy prawa Polski i Ukrainy, Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk 2018.</p> <p>M. Tabernacka, Negocjacje i mediacje w sferze publicznej, Wolters Kluwer, Warszawa 2018.</p> </td> </tr> <tr> <td data-bbox="448 1783 798 2085">Supplementary literature</td> <td colspan="2" data-bbox="802 1783 1493 2085"> <p>P. Rybiński, K. Zeidler, Leksykon retoryki prawniczej. 100 podstawowych pojęć, wyd. 2, Warszawa 2018.</p> <p>S. Kubsik, Przedkontraktowa odpowiedzialność odszkodowawcza z tytułu nieuczciwych negocjacji, C. H. Beck, Warszawa 2015.</p> <p>A. Zienkiewicz, Holizm prawniczy z perspektywy Comprehensive Law Movement, Difin, Warszawa 2018.</p> </td> </tr> </table>			Basic literature	<p>Ch. Voss, Never split the difference. Negotiating as if your life depended on it, 2016.</p> <p>S. Fish, Winning arguments, 2016.</p> <p>J. Stelmach, Foundations of Legal Negotiations, Copernicus Centre Press, Kraków 2014.</p> <p>R. Fisher, W. L. Ury, B. Patton, Getting to Yes: Negotiating Agreement Without Giving In, Penguin Publishing Group 2011.</p> <p>J. Jabłońska-Bonca, K. Zeidler (red.), Prawnik a sztuka retoryki i negocjacji, wyd. 2, Wolters Kluwer, Warszawa 2016.</p> <p>J. Stelmach, B. Brożek, Negocjacje, Copernicus Center Press, Kraków 2018.</p> <p>T. Widłak, Negocjacje i mediacje z perspektywy prawoznawstwa, [w:] A. Szmyt, J. Boszycki, J. Stelina, W. M. Iwanow (red.) Aktualne problemy prawa Polski i Ukrainy, Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk 2018.</p> <p>M. Tabernacka, Negocjacje i mediacje w sferze publicznej, Wolters Kluwer, Warszawa 2018.</p>		Supplementary literature	<p>P. Rybiński, K. Zeidler, Leksykon retoryki prawniczej. 100 podstawowych pojęć, wyd. 2, Warszawa 2018.</p> <p>S. Kubsik, Przedkontraktowa odpowiedzialność odszkodowawcza z tytułu nieuczciwych negocjacji, C. H. Beck, Warszawa 2015.</p> <p>A. Zienkiewicz, Holizm prawniczy z perspektywy Comprehensive Law Movement, Difin, Warszawa 2018.</p>	
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	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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