

Subject card

Subject name and code	Negotiation and mediation techniques in administration - lecture, PG_00139823						
Field of study	Techniki negocjacji i mediacji w administracji - wykład						
Date of commencement of studies	October 2023	Academic year of realisation of subject			2024/2025		
Education level	Master's studies	Subject group			Optional subject group		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish Polish		
Semester of study	3	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Department of the Theory and Philosophy of Law and State -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Magdalena Glanc-Żabiłowicz				
	Teachers		dr Magdalena Glanc-Żabiłowicz				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	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	30		0.0		20.0	50
Subject objectives	The aim of the course is to familiarize students with the basic knowledge of conducting negotiations and mediation in the field of law and public administration. Exercises and examples are aimed at developing basic negotiation and mediation skills and attitudes. Issues raised during this course are fundamental for further independent exploration in this area.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINMU2_KK02] He/she critically assesses his/her knowledge in the field of law, including administrative law	The student is able to use theoretical knowledge in the field of mediation and negotiation to analyze and interpret problems related to public administration.	[SK2] prezentacja/projekt/referat/raport [SK4] test/egzamin - ustny lub pisemny
	[ADMINMU2_WG02] He/she has in-depth knowledge of the subject of regulation of individual branches of law	The student has the ability to prepare a typical documents related to ADR procedures. They can also prepare address typical of a mediator and is able to prepare their negotiation position, plans a negotiation strategy, selects adequate negotiation techniques, selects and presents arguments, analyzes and recognizes the partner's position in negotiations.	[SW4] test/egzamin - ustny lub pisemny [SW2] prezentacja/projekt/referat/raport
	[ADMINMU2_UW03] The graduate can use complex theoretical approaches to analyze, interpret and plan administrative action strategies; he/she can generate solutions to specific problems related to administration, forecast the course of their solution and predict the effects of planned activities	The student recognizes conflict situations enabling the use of negotiation and mediation techniques, cooperates and engages in the work of the negotiation team, demonstrates creativity and takes the initiative in formulating arguments, consciously recognizes and uses non-verbal communication, takes care of rhetorical correctness of statements, demonstrates responsibility for maintaining the ethical principles of discourse	[SU2] prezentacja/projekt/referat/raport [SU4] test/egzamin - ustny lub pisemny
	[ADMINMU2_WK01] He/she knows and understands the most important dilemmas brought about by the development of civilization within the legal and administrative sciences	The student knows the principles guiding negotiations and mediations in a model approach, characterizes the role of a negotiator and mediator in both the sphere of private and public law, and distinguishes and lists models, styles and phases of negotiation and mediation.	[SW4] test/egzamin - ustny lub pisemny [SW2] prezentacja/projekt/referat/raport
	[ADMINMU2_UU01] He/she has deeper awareness of the level of own knowledge and skills, and understands the need for lifelong learning and is able to plan and implement it	The student has knowledge of the principles of negotiation and mediation in various areas of law and public administration, as well as the possibilities of their application.	[SU2] prezentacja/projekt/referat/raport [SU4] test/egzamin - ustny lub pisemny
Subject contents	<ol style="list-style-type: none"> 1. Alternative dispute resolution methods. Resolving and settling conflicts 2. The concept of negotiation and mediation. The role of a negotiator and mediator, Lawyers and public officials in the modern services market. 3. Ethics of methods of conducting negotiations and mediation. Consequentialism. Negotiator's ethics 4. Models, styles and phases of negotiation. 5. Preparing for negotiations. Negotiating position. The role of time and space in negotiations. 6. Influence vs. coercive tactics in negotiation. 7. Non-verbal communication. Cognitive heuristics and accurate communication in negotiations and mediations. 8. Rules of mediation. Characteristics of mediation in selected areas of law and public administration. 9. Comparison of negotiations and mediation with other methods of resolving conflicts in law. 10. Simulations 		
Prerequisites and co-requisites	None.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		50.0%	100.0%

Recommended reading	Basic literature	<ol style="list-style-type: none"> 1. J. Stelmach, B. Brożek, Sztuka negocjacji prawniczych, Warszawa 2011. 2. J. Jabłońska-Bonca, K. Zeidler, Prawnik a sztuka retoryki i negocjacji, Warszawa 2016. 3. T. Reiman, Potęga mowy ciała, Wyd. Helion, Warszawa 2010. 4. R. Mayer, Jak wygrać każde negocjacje, MT Biznes, Warszawa 2012. 5. A. Jakubiak-Mirończuk, Negocjacje dla prawników, Warszawa 2010. 6. M. Tabernacka, Negocjacje i Mediacje w sferze publicznej, Wolters Kluwer Polska, 2009. 7. D. Kahneman, Pułapki myślenia. O myśleniu szybkim i wolnym, Media Rodzina, Warszawa 2012
	Supplementary literature	-
	eResources addresses	Supplementary https://www.pon.harvard.edu/ - Program of Negotiation - Harvard Law School
Example issues/ example questions/ tasks being completed	-	
Work placement	Not applicable	

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