

Subject card

Subject name and code	Negotiations/Interpersonal Communication, PG_00154488						
Field of study	Finance and Accounting						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
Education level	postgraduate studies		Subject group		Obligatory subject group in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form				
Conducting unit	Zakład Zarządzania Zasobami Ludzkimi -> Katedra Organizacji i Zarządzania -> Faculty of Management -> Rektor						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Joanna Litwin				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	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	15		10.0		0.0	25
Subject objectives	To impart knowledge on effective interpersonal communication (verbal and non-verbal) and to identify the stages, principles and methods of effective negotiation.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FiRMU2_K06] Creativity: - the student has the ability to think creatively, can go beyond the usual patterns, - can think and act in an entrepreneurial manner, - can flexibly adapt to the changing requirements of the environment.	Is aware of the need to differentiate one's attitudes, behaviour and actions according to the role played in the process of negotiation and the interpersonal communication processes that support this process.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[FiRMU2_W01] The student has an expanded knowledge of finance and accounting, their place in the system of social sciences and their relationship with other social sciences.	Be able to characterise the key stages of the negotiation process, taking into account the roles of the different members of the negotiation team negotiation. Has knowledge of methods to strengthen and use the negotiating position.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	[FiRMU2_K03] Communication: - the student can present his/her view/ issue in a way that others can understand, - courageously (but prudently) expresses his opinion, is not afraid to ask questions, - can participate culturally in the discussion, - can give constructive criticism, - can communicate on specialized topics in finance and accounting with a diverse audience.	Is able to cooperate in a negotiating group, to lead it, to choose such ways and methods of action, which will allow to effectively and efficiently carry out the tasks assigned to perform.	[SK1] oral statement/conversation/discussion
	[FiRMU2_U07] The student knows how to independently propose solutions to specific problems in the field of finance and accounting based on accepted criteria and lead to decisions in this area.	Is able to cooperate in a negotiating group, to lead it, to choose such ways and methods of action, which will allow to effectively and efficiently carry out the tasks assigned to perform.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[FiRMU2_W06] The student has in-depth knowledge of norms and rules (legal, organizational, moral and ethical) in finance and accounting. The student knows and understands the concepts and principles of industrial property protection and copyright law.	Is aware of the differences in negotiation and communication process with different actors. Endeavours to choose methods and means of communication so as to respect the differences and achieve more effective agreement while respecting the principles of industrial property and copyright protection.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	[FiRMU2_U06] The student creatively uses the acquired knowledge in various scopes and forms to solve problems in finance and accounting that arise in business practice. The student knows the limitations of the usefulness of the applied knowledge.	Is able to find an adequate 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 a satisfactory agreement.	[SU1] oral statement/conversation/discussion
	[FiRMU2_W04] The student has expanded knowledge of views on economic and social structures and institutions, as well as types of social ties and their historical evolution.	Knows and understands in depth the principles of negotiation and how to shape the planes of communication with internal and external actors.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
Subject contents	1. Negotiations - introduction (definitions, objectives, rules of conduct). 2. Stages of negotiation. 3. Features of an effective negotiator. 4. Negotiation tactics and orientations. 5. Manipulations in negotiations. 6. Verbal communication - types, features, elements of the communication process, barriers, principles of communication. 7. Non-verbal communication - features, forms, types. 8. The role of communication in motivation - the role of the manager, interpersonal relations.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Colloquium (descriptive questions)	51.0%	100.0%

Recommended reading	Basic literature	R. Fisher, W. Ury, B. Patton, Dochodząc do TAK. Negocjacje bez poddawania się, PWE, Warszawa 2016. W. Ury, Odchodząc od NIE. Negocjowanie od konfrontacji do kooperacji, PWE, Warszawa 2013. Ch. Voss, T. Raz, Negocjuj jakby od tego zależało twoje życie, MTBiznes, Warszawa 2017. L. Buksak, Szkoła mówców. Myśl i prezentuj inaczej niż wszyscy, HELION, Gliwice 2019. L. Kamiński, Komunikacja korporacyjna a biznes, Branta, Katowice 2007
	Supplementary literature	1. Praca zbiorowa: Negocjacje droga do paktu społecznego. Doświadczenia, treść, partnerzy, formy, Instytut Pracy i Spraw Socjalnych, Warszawa 1995 2. A. Knocińska, A. Stefańska, E. Kwiatkowska (red.), Konflikt - negocjacje - kultura komunikacja. Psychospołeczne uwarunkowania i aplikacje, Wyd. Adam Marszałek, Toruń 2014. 3. K. Błaszczak, R. Uździcki, Zbigniew Nęcki (red.), Komunikacja i negocjowanie a współdziałanie interpersonalne, Wydawnictwo: Adam Marszałek, Toruń 2010
	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed	1. Outline the basic steps involved in preparing for a negotiation process.. 2. Outline the advantages and disadvantages of one-way and two-way communication.	
Work placement	Not applicable	

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