

Subject card

Subject name and code	Communication and negotiations, PG_00155508						
Field of study	Management						
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		English		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form				
Conducting unit	Katedra Organizacji i Zarządzania -> Faculty of Management						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Sylwia Białas				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	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		2.0		8.0	25
Subject objectives	The aim of the course is to learn and practice the principles of preparing and conducting public speaking and negotiating, focusing on effective communication strategies and negotiation techniques to achieve desired outcomes in various professional interactions.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZMU2_W13] The student has in-depth knowledge of advanced methods and techniques of managerial analysis, supporting the process of economic decision-making, and is familiar with the sources of obtaining data and information in the various fields of social sciences, especially management and quality studies.	The student knows advanced methods and analysis techniques needed for effective communication and successful negotiations, as well as the ability to use various sources of information.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	[ZARZMU2_U10] The student has an in-depth ability to prepare written works and multimedia presentations on specific issues in management and quality studies, present them, and lead discussions in Polish and foreign languages.	The student has advanced skills in creating written documents and multimedia presentations, as well as conducting discussions.	[SU2] presentation/project/paper/report [SU6] demonstration of practical skills
	[ZARZMU2_U08] The student correctly uses complex terminology in the field of social sciences, especially in the discipline of management and quality studies, clearly and communicatively expresses his point of view.	The student fluently uses specialized terminology from the fields of social sciences, clearly expressing their position in various professional contexts.	[SU1] oral statement/conversation/discussion [SU6] demonstration of practical skills
	[ZARZMU2_W06] The student has an in-depth knowledge of the impact of business on the environment and society, as well as the ethical challenges accompanying it.	The student has knowledge about the impact of communication and negotiation strategies on the other people, focusing on the ethical aspects of the applied methods.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report [SW5] implementation of a problem task
	[ZARZMU2_K05] The student is ready to make an in-depth assessment of phenomena and justify his position through rational, logical and entrepreneurial use of knowledge - basing his assertions and decisions on an in-depth analysis of the information he receives.	The student is prepared for deep analysis and evaluation of communication and negotiation strategies, based on logical and enterprising use of the acquired knowledge.	[SK5] implementation of a problem task [SK6] demonstration of practical skills
	[ZARZMU2_K07] The student is aware of the need to adapt his behavior and conduct to his role in the team. Is prepared to perform a professional role responsibly under changing social needs.	The student understands the importance of adjusting their behavior and communication to different roles in a team during negotiations and public presentations, the student is prepared for responsible professional roles in diverse social conditions.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK5] implementation of a problem task
Subject contents	1. Communication - process, types, barriers. 2. Verbal and non-verbal communication. 3. Features of a perfect presentation. 4. Use of body language in public speaking. 5. The voice as a speaker's work tool. 6. Written communication. 7. Negotiations - types and strategies. 8. Negotiation skills. 9. Selection and use of negotiation strategies. 10. Communication and negotiations across cultures.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Projects	51.0%	30.0%
	Active participation in the course	51.0%	30.0%
	Written test	51.0%	40.0%
Recommended reading	Basic literature	1. R.J. Lewicki, Negotiation: Readings, Exercises, and Cases: Readings, Exercises and Cases, 7th Edition, McGraw Hill, 2015 2. A. Power, Communication Skills Series - How To Master Fearless Public Speaking: Get Your Presentation To The Next Level, CreateSpace Independent Publishing Platform, 2017 3. K. O. Locker, D. S. Kienzler, Business and administrative communication, McGraw Hill, 2015	

	Supplementary literature	M. Acker, Speak With No Fear: Go from a nervous, nauseated, and sweaty speaker to an excited, energized, and passionate presenter, Advance, Coaching & Consulting, 2019
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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