

Subject card

Subject name and code	Negotiations/Interpersonal Communication, PG_00157406						
Field of study	Informatics and Econometrics						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
Education level	Master's 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		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Zakład Zarządzania Zasobami Ludzkimi -> Department of Organisation and Management -> Faculty of Management -> Rector						
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		25.0	50
Subject objectives	Impart knowledge on effective interpersonal communication (verbal and non-verbal) and to indicate the stages, principles and ways of conducting effective negotiations.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[liEMU2_K04] The student can work in a team, co-create it, effectively manage and supervise it; efficiently adapts his behavior and conduct to his role in it; is ready to take responsibility for the team and bear the consequences; understands the necessity of systematicity and consistency in action; is open to other team members and critical of himself.	Is able to select arguments in a discussion and tailor the message and behaviour to the characteristics of the audience in order to increase the effectiveness of the message and achieve negotiation objectives. Is aware of the impact of each team member on work performance and has the ability to behave in ways that influence building effective teamwork .	[SK1] oral statement/conversation/discussion [SK6] demonstration of practical skills
	[liEMU2_W05] The student has an in-depth knowledge of socio-economic data sources, their databases and how to create them.	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
	[liEMU2_K05] The student can think and act in an entrepreneurial manner and flexibly adapt to changing environmental conditions. Thinks creatively and can go beyond the usual patterns.	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 [SK6] demonstration of practical skills
	[liEMU2_U03] The student is able to identify, to an in-depth degree, the institutional-legal and social constraints on the functioning of economic structures and institutions and reflect them in modeling, forecasting and optimization.	Is aware of the differences in negotiating and communicating with different subjects. He/she tries to choose a variety of methods, a variety of means of communication in order to respect the differences and to reach an agreement more effectively while respecting the principles of industrial property protection and copyright.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
Subject contents	1. Negotiation - introduction (definitions, objectives, principles 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 a manager, interpersonal relations.		
Prerequisites and co-requisites	Completion of a Bachelor's degree.		
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	1. R. Fisher, W. Ury, B. Patton, Dochodząc do TAK. Negocjacje bez poddawania się, PWE, Warszawa 2016. 2. W. Ury, Odchodząc od NIE. Negocjowanie od konfrontacji do kooperacji, PWE, Warszawa 2013. 3. Ch. Voss, T. Raz, Negocjuj jakby od tego zależało twoje życie, MTBiznes, Warszawa 2017. 4. L. Buksak, Szkoła mówców. Myśl i prezentuj inaczej niż wszyscy, HELION, Gliwice 2019. 5. 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. Błaszczyk, R. Uźdicki, Zbigniew Nęcki (red.), Komunikacja i negocjowanie a współdziałanie interpersonalne, Wydawnictwo: Adam Marszałek, Toruń 2010	
	eResources addresses		
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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