

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 2025		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's 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		Polish		
Semester of study	1		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Tomasz Wiślak				
	Teachers						
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_WG01] At an advanced level, the student is able to define the sciences of law, administration, and politics, as well as knows the concepts and terminology appropriate to them.	knows the concepts and terminology related to negotiations in legal sciences, administration and politics	[SW5] implementation of a problem task
	[ADMINL3_WG03] At an advanced level, the student is able to characterize the system of public authority (national, local, and EU-level), the structure of administration, the process of appointing bodies, their competencies, and the domains in which they operate, as well as the legal and organizational conditions of administrative functioning.	understands the impact of negotiations on the legal and organisational conditions of public administration	[SW5] implementation of a problem task
	[ADMINL3_KK01] The student is aware of the role of knowledge in problem-solving, as well as the necessity of relying on expert knowledge – including opinions of doctrine and case law – in situations that exceed the capacity to solve the problem independently.	is aware of the role of knowledge in solving problems that are the subject of negotiations, including knowledge of the principles-based negotiation model and the possibility of drawing on expert knowledge during negotiations	[SK8] observation of student's independent or team work
	[ADMINL3_WK04] The student knows and understands the current dilemmas regarding the functioning of institutions of substantive and procedural law in the sphere of the state and administration. Additionally, he identifies key phenomena occurring in the market economy and economics, including knowledge and understanding of the basic principles of public finance and the operation of various forms of entrepreneurship.	knows and understands the current dilemmas of how to function in the sphere of state and administrative institutions, negotiation and alternative dispute resolution	[SW5] implementation of a problem task
Subject contents	1. The concept of alternative dispute resolution (ADR). Comparison of alternative and formal methods. The place of negotiation and mediation in administration. 2. Ethical conditions for resolving disputes by negotiation. The professional role of a negotiator and mediator. 3. Social and psychological determinants of resolving disputes by negotiation. Fundamentals of social communication theory. Fundamentals of cognitive science and cognitive heuristics. 4. Verbal and non-verbal communication in negotiation and mediation. Multicultural negotiations. 5. Negotiations and mediation and their legal regulation. The importance of procedural and formal elements in negotiation and mediation. 6. Negotiation strategies. Basic communication techniques of universal use in conflict situations. 7. Cooperative techniques in negotiations (simulations). 8. Confrontation techniques in negotiations (simulations).		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	participation in simulated negotiations	100.0%	100.0%

Recommended reading	Basic literature	Ch. Voss, Never split the difference. Negotiating as if your life depended on it, 2016. S. Fish, Winning arguments, 2016. J. Stelmach, Foundations of Legal Negotiations, Copernicus Centre Press, Kraków 2014. R. Fisher, W. L. Ury, B. Patton, Getting to Yes: Negotiating Agreement Without Giving In, Penguin Publishing Group 2011. J. Jabłońska-Bonca, K. Zeidler (red.), Prawnik a sztuka retoryki i negocjacji, wyd. 2, Wolters Kluwer, Warszawa 2016. J. Stelmach, B. Brożek, Negocjacje, Copernicus Center Press, Kraków 2018. 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. M. Tabernacka, Negocjacje i mediacje w sferze publicznej, Wolters Kluwer, Warszawa 2018.
	Supplementary literature	P. Rybiński, K. Zeidler, Leksykon retoryki prawniczej. 100 podstawowych pojęć, wyd. 2, Warszawa 2018. S. Kubsik, Przedkontraktowa odpowiedzialność odszkodowawcza z tytułu nieuczciwych negocjacji, C. H. Beck, Warszawa 2015. A. Zienkiewicz, Holizm prawniczy z perspektywy Comprehensive Law Movement, Difin, Warszawa 2018.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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