

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr.sc. Natalia Tutek	
The name of the college	Negotiation Skills	
Study program	Undergraduate Study of Finance and Business Law	
Status of the College	Elective course	
Year	3 rd Year	
Point value and method of teaching	ECTS coefficient of student workload	5
	Number of hours (P+V+S)	30+15+0

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p>Students are expected to develop:</p> <p>a) General competencies</p> <ul style="list-style-type: none"> • Understand negotiation strategies and methods • Know and interpret the elements of a negotiation situation. • apply process steps in a negotiation situation by using communication skills in verbal and non-verbal form • apply presentation skills • apply knowledge for successful meeting management <p>b) Specific competencies</p> <ul style="list-style-type: none"> • evaluate the use of selected strategies in a particular negotiation situation • critically assess the relations between the negotiating parties as well as their progress in terms of achieving the defined goals; • Identify functional and dysfunctional forms of conflict in negotiation.

- apply the acquired knowledge and skills to improve and implement a creative approach in difficult negotiation situations.

1.2. *Requirements for enrolment in the course*

Enrolled in undergraduate studies

1.3. *Expected learning outcomes for the course*

Students should be able to:

- 1. Distinguish between strategies and methods of negotiation.**
- 2. Order the sub-processes of negotiation.**
- 3. Argue the context and relationships in the negotiation and the negotiation situation.**
- 4. Analyze individual differences in negotiation related to gender, personality and individual ability.**
- 5. Master the ways of negotiating in different cultures.**
- 6. Prepare a negotiated approach in accordance with the evaluated negotiation situations.**

1.4. *Course content*

1. Nature of negotiation Aim and purpose of negotiation
2. Strategies and Methods of Distributive Negotiation Identification of Distributive Negotiation Strategy Key Methods in Distributive Negotiation Range of Guessing Characteristics of distributive bargaining
3. Integrative Negotiation Strategies and Methods Identification of Integrative Negotiation Strategy Key Methods in Integrative Negotiation Integrative Negotiation Process Characteristics of Integrative Negotiation
4. Negotiation: strategies and planning Defining the goal of the negotiation
Determining the strategy and methods of negotiation
Planning negotiations
5. Subprocesses of negotiation Perception, cognition and emotions, Communication
Acquisition and Use of Power in Negotiation, Influences in Negotiation
Ethics in Negotiation
6. Context of negotiation Relations in negotiation, Representatives, parties, audience

Coalitions, Multiple Parties and Teams

7. Individual differences

Gender & Negotiation, Personality & Abilities

8. International and Intercultural Negotiation Strategies in the International Environment Preparing Negotiation for the Intercultural Environment

9. Overcoming disagreements

What to do when negotiations reach a dead end?

Conducting negotiations when the parties have different approaches to negotiation, Resolving difficult negotiations by involving a third party

1.5. Types of teaching (put X)

☒ lectures

☐ seminars and
workshops

☒ exercises

☐ Distance education

☐ Field Teaching

☒ Independent tasks

☐ Multimedia & Network

☐ laboratory

☐ Mentoring work

☐ Other _____

1.6. Student obligations

The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:

ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are;

- *Full-time students must attend at least 70% of the total number of classes to be eligible to sign.*
- *Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.*

PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.

**FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.*

INDIVIDUAL PROJECT: the student is obliged to participate in an individual project that verifies the practical application of knowledge.

1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project	x	Continuous Knowledge Assessment		Report		Practical work	
Portfolio							

1.8. Assessment and evaluation of students' work during classes and at the final exam

Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences. The linking of learning outcomes, teaching methods and assessment of learning outcomes is carried out as follows:

	Attending classes	Written exam	Project	Practical work	Altogether
I1		16			16
I2		16			16
I3		16			16
I4			16		16
I5			16		16
I6			16		16
OUT OF OUTCOME	4				4
ALTOGETHER	4	48	48		100



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			FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	KNOWLEDGE ASSESSMENT METHOD	Maximum number of points			
			Written exam	OUTCOME 1 Differentiate between strategies and methods of negotiation.	lecture	Exam in the form of an essay on a given topic: essay-type questions are used to check the mastery of theoretical concepts of negotiation	64			
					discussion					
					Open Questions					
				OUTCOME 2 Sort out the sub-processes of negotiation.	lecture					
					discussion					
					Open Questions					
				OUTCOME 3 Argue the context and relationships in the negotiation and the negotiation situation	lecture					
					discussion					
					Open Questions					
			Project	OUTCOME 4 Analyze individual differences in negotiation related to gender, personality, and individual ability.	discussion					
					Open Questions					



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	<i>OUTCOME 5</i> <i>Master the ways of negotiating in different cultures.</i>	<i>discussion</i>	<i>Individual project: the project verifies the practical application of knowledge and understanding</i>	<i>16</i>
		<i>Open Questions</i>		
<i>Project</i>	<i>OUTCOME 6</i> <i>Prepare a negotiated approach in accordance with the evaluated negotiating situations.</i>	<i>discussion</i>	<i>Individual project: the project verifies the practical application of knowledge and understanding</i>	<i>16</i>
		<i>Open Questions</i>		
<i>Attending classes</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>
TOTAL POINTS				100

Type of student workload	Student Load Hours	ECTS credits
Attending contact classes	45	1,5
Field Trips/Visits Outside the College	0	0
Independent study/research	30	1
Out-of-classroom preparation and preparation of seminars/presentations	0	0
Work on an out-of-classroom project assignment	0	0
Independent preparation for exams and exam time	60	2
Consultation activities	15	0,5

Other	0	0
TOTAL ECTS credits	150	5

RATING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.

Grades are calculated based on the following distribution of points:

SCORE	RATING
0,00 – 53,90	Insufficient (1)
54,00 – 64,90	Sufficient (2)
65,00 – 79,90	Good (3)
80,00 – 89,90	Very good (4)
90.00 and more	Excellent (5)

Grading is carried out in a transparent manner by collecting points. The course is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge

learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Internal presentation materials	-	-
Lewicki, J.R., Saunders, D.M., Barry, B., Negotiation, Mate, Zagreb, 2006.	5* *students receive compulsory literature in permanent ownership	100

1.10. Supplementary literature

Siedel, George: Negotiation to Success, Mate, Zagreb, 2018

1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies

- *processing and analysis of exam results,*
- *conducting a survey among students,*
- *evaluation and self-evaluation of teachers,*
- *achieved results, level of understanding and knowledge during project development,*
- *achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose a graduate thesis in this course),*
- *analysis of the report of the Head of the Quality Centre, and*
- *Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do.*