

**DESCRIPTION OF THE COLLEGE**

| <b>GENERAL INFORMATION</b>                |                                                 |         |
|-------------------------------------------|-------------------------------------------------|---------|
| <b>Course Holder</b>                      | Assoc. Prof. Dr. Sc. Natalia Tutek              |         |
| <b>Name of the College</b>                | Negotiation Skills                              |         |
| <b>Study program</b>                      | Undergraduate Study of Finance and Business Law |         |
| <b>Status of the College</b>              | Optional                                        |         |
| <b>Code</b>                               | PV-20                                           |         |
| <b>Year</b>                               | Year 3                                          |         |
| <b>Point value and method of teaching</b> | <b>ECTS Student Workload Coefficient</b>        | 5       |
|                                           | <b>Number of hours (P+H+S)</b>                  | 30+15+0 |

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

1.2. *Requirements for enrolment in the course*

***Undergraduate study enrolled***

1.3. *Expected learning outcomes for the course*

**Students should be able to:**

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

1.4. *The content of the course*

1. Nature of the negotiation The aim and purpose of the negotiation
2. Strategies and Methods of Distributive Negotiation Identification of Distributive Negotiation Strategy Key Methods in Distributive Negotiation Range of Guessing Characteristics of distributive negotiation
3. Strategies and methods of integrative negotiation Identification of integrative negotiation strategy Key methods in integrative negotiation The process of integrative negotiation Characteristics of integrative negotiation
4. Negotiation: strategies and planning Defining the goal of the negotiations  
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. Negotiation Context Relations in Negotiation, Representatives, Parties, Audience  
Coalitions, Multiple Parties and Teams
7. Individual differences  
Gender and Negotiation, Personality and Abilities
8. International and Intercultural Negotiation Negotiation Strategies in the International Environment Preparation of Negotiations 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)

|                                                 |                                                       |
|-------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Lectures    | <input checked="" type="checkbox"/> Independent tasks |
| <input type="checkbox"/> Seminars and workshops | <input type="checkbox"/> Multimedia & Network         |
| <input checked="" type="checkbox"/> Exercises   | <input type="checkbox"/> Laboratory                   |
| <input type="checkbox"/> Distance education     | <input type="checkbox"/> mentoring work               |
| <input type="checkbox"/> Field Teaching         | <input type="checkbox"/> other _____                  |

### 1.6. Obligations of students

*Student obligations are prescribed in detail by the Statute, the Study Regulations and the Instructions on Student Obligations. 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 commitments 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 teaching hours to be eligible to sign.*

*EXAM: 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 (has achieved a total of at least 54 points in the course and met the lower point threshold for the acquisition of each learning outcome, i.e. at least 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. Monitoring of student work (add X with the appropriate form of monitoring)

|              |   |                                    |  |            |  |                   |  |
|--------------|---|------------------------------------|--|------------|--|-------------------|--|
| Attendance   | x | Teaching activity                  |  | Term paper |  | Experimental work |  |
| Written exam | x | Oral exam                          |  | Essay      |  | Research          |  |
| Design       | x | Continuous assessment of knowledge |  | Paper      |  | Practical work    |  |

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

|  |                                                                                                                                                                                       |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Assessment and evaluation of students' work during classes and at the final exam is carried out on the basis of the Study Regulations of the EFFECTUS University of Applied Sciences. |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*The linking of learning outcomes, teaching methods and assessment of learning outcomes is performed as follows:*

|  |                | Attendance | Written exam | Design | Practical work | Total |
|--|----------------|------------|--------------|--------|----------------|-------|
|  | I1             |            | 16           |        |                | 16    |
|  | I2             |            | 16           |        |                | 16    |
|  | I3             |            | 16           |        |                | 16    |
|  | I4             |            |              | 16     |                | 16    |
|  | I5             |            |              | 16     |                | 16    |
|  | I6             |            |              | 16     |                | 16    |
|  | OUT OF THE BOX | 4          |              |        |                | 4     |

|  |  |  |  |       |   |    |    |  |     |  |  |  |
|--|--|--|--|-------|---|----|----|--|-----|--|--|--|
|  |  |  |  | TOTAL | 4 | 48 | 48 |  | 100 |  |  |  |
|--|--|--|--|-------|---|----|----|--|-----|--|--|--|

|  |              | FORMS OF TRACKING | NAME OF LEARNING OUTCOMES                                                                                               | TEACHING METHOD | METHOD OF ASSESSMENT KNOWLEDGE                                                                                                              | Maximum number of rating points |  |  |
|--|--------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--|--|
|  | Written exam |                   | OUTCOME 1<br>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 test the acquisition of theoretical concepts of negotiation | 64                              |  |  |
|  |              |                   |                                                                                                                         | Discussion      |                                                                                                                                             |                                 |  |  |
|  |              |                   |                                                                                                                         | Open questions  |                                                                                                                                             |                                 |  |  |
|  |              |                   | OUTCOME 2<br>Sort the negotiation subprocesses.                                                                         | Lecture         |                                                                                                                                             |                                 |  |  |
|  |              |                   |                                                                                                                         | Discussion      |                                                                                                                                             |                                 |  |  |
|  |              |                   |                                                                                                                         | Open questions  |                                                                                                                                             |                                 |  |  |
|  |              |                   | OUTCOME 3<br>Argue the context and relations in negotiation and the negotiation situation                               | Lecture         |                                                                                                                                             |                                 |  |  |
|  |              |                   |                                                                                                                         | Discussion      |                                                                                                                                             |                                 |  |  |
|  |              |                   |                                                                                                                         | Open questions  |                                                                                                                                             |                                 |  |  |
|  | Design       |                   | OUTCOME 4<br>Analyze individual differences in negotiation related to an individual's gender, personality, and ability. | Discussion      |                                                                                                                                             |                                 |  |  |
|  |              |                   |                                                                                                                         | Open questions  |                                                                                                                                             |                                 |  |  |

|                     |                                                                                                      |                        |                                                                                                |            |
|---------------------|------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------|------------|
|                     | OUTCOME 5<br>Master the ways of negotiating in different cultures.                                   | Discussion             | Individual project: the project tests the practical application of knowledge and understanding | 16         |
|                     |                                                                                                      | Open questions         |                                                                                                |            |
| Design              | OUTCOME 6<br>Prepare a negotiation approach in accordance with the evaluated negotiating situations. | Discussion             | Individual project: the project tests the practical application of knowledge and understanding | 16         |
|                     |                                                                                                      | Open questions         |                                                                                                |            |
| Attendance          | All outcomes                                                                                         | Lectures and exercises | Attendance records                                                                             | 4          |
| <b>TOTAL POINTS</b> |                                                                                                      |                        |                                                                                                | <b>100</b> |

| <b>Type of student workload</b>                                        | <b>Hours of student workload</b> | <b>ECTS credits</b> |
|------------------------------------------------------------------------|----------------------------------|---------------------|
| Attending face-to-face 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        |
| <b>TOTAL ECTS credits</b> | <b>150</b> | <b>5</b> |

**JUDGING:**

*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:*

| NUMBER OF POINTS | 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)    |

*The evaluation is carried out in a transparent manner by collecting points. The course is valued 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 by 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 subject. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved is 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 literature 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*<br><br>*students receive compulsory literature in permanent ownership | 100                       |

**1.10. Supplementary literature**

*Siedel, George: Negotiating for Success, Mate, Zagreb, 2018*

**1.11. Quality monitoring methods that ensure the acquisition of output knowledge, skills and competences**

- *processing and analysis of exam results,*
- *conducting a survey among students,*
- *evaluation and self-evaluation of teachers,*
- *the results achieved, the level of understanding and knowledge during the project development,*
- *the achieved results and the level of knowledge presented during the preparation and defense of the final thesis (of students who choose the graduate thesis in this subject),*
- *analysis of the reports of the head of the quality center, and*
- *Feedback from students who have already graduated about the usefulness of the content of this course in the performance of the tasks they are engaged in.*