

Code.....

Course item: .....

**1. INFORMATION ABOUT THE COURSE****A. Basic information**

Name of course	<b><i>Interpersonal Communication and Negotiation Skills</i></b>
Study level	<i>First degree</i>
Unit running the study programme	<i>Faculty of Agriculture and Biotechnology, Faculty of Management</i>
Study programme	<i>Management</i>
Speciality	<i>all</i>
Name of teacher (s) and his academic degree	<i>Piotr Prus, PhD</i>
Introductory courses	<i>not required</i>
Prerequisites	<i>no prerequisites</i>

**B. Semester/week schedule of classes**

Semester	Lectures	Classes	Laboratories	Project	Seminars	Field exercises	ECTS
fall, spring	15	15					3

**2. EFFECTS OF EDUCATION** (acc. to National Qualifications Framework)

Knowledge	<i>on successful completion of the course students are supposed to know styles and strategies of negotiations, the negotiation phase, roles of members of a negotiating team, as well as understand characteristics of a good negotiator</i>
Skills	<i>on successful completion of the course students are supposed to be able to use adequate negotiations techniques and methods of interpersonal influence, as well as interpret their partners' attitude and effectively resolve conflicts</i>
Competences	<i>on successful completion of the course students are supposed to be able to communicate and present their views, effectively cooperate, as well as take actions aimed at finding solutions acceptable to all parties involved into the negotiating process</i>

**3. TEACHING METHODS**

*multimedia lectures, discussions, brain storming, educational simulation games*

**4. METHODS OF EXAMINATION**

*written or oral exam/colloquium*

**5. SCOPE**

Lectures	<i>Negotiations - introductory information. Negotiation as a type of persuasive communication. Styles and negotiation strategies. Negotiation techniques. Mechanisms of interpersonal influence. Effective ways of defence against interpersonal influence methods. The most important roles of the negotiating team members. Characteristics of a good negotiator. Myths of a good negotiator.</i>
Classes	<i>Game theory in negotiations. The elements of the interpersonal communication process in negotiations. Verbal and nonverbal communication. Negotiation phases. Heuristic methods in the preparation of negotiations. Responsibilities of the negotiating team members. Duties of a negotiating team leader. Manipulations in negotiations. Eristic - the art of conflicts resolving. Simulations and didactic games - training negotiators.</i>

**6. LITERATURE**

Basic literature	<p><i>Roger Fisher, William L. Ury, Bruce Patton, 2011. Getting to Yes: Negotiating Agreement Without Giving In. Publisher: Penguin Books</i></p> <p><i>Willem Mastenbroek, 2012. Negotiating. Publisher: ManagementSite Network</i></p>
Supplementary literature	<p><i>Robert B. Cialdini, 2006. Influence: The Psychology of Persuasion, Revised Edition. Publisher: Harper Business</i></p> <p><i>Robert B. Cialdini, 2008. Influence: Science and Practice (5th Edition). Publisher: Allyn and Bacon</i></p> <p><i>Michael Watkins, 2002. Breakthrough Business Negotiation: A Toolbox for Managers. Publisher: Jossey-Bass</i></p> <p><i>Herb Cohen, 2003. How to Negotiate Anything, Anywhere (Winning the Negotiating Game). Publisher: New Millennium Audio</i></p>