

**Subject card**

<b>Subject name and code</b>	Negotiations - wykład, PG_00133811						
<b>Field of study</b>	Taxes and Tax Consultancy						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	undergraduate studies	<b>Subject group</b>			Optional subject group Humanistic-social subject group		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	2	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Zakład Zarządzania Zasobami Ludzkimi -> Katedra Organizacji i Zarządzania -> Faculty of Management						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Joanna Litwin				
	<b>Teachers</b>		dr Joanna Litwin				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	20.0	0.0	0.0	0.0	0.0	20
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	20		0.0		30.0	50
<b>Subject objectives</b>	The purpose of the class is to show the ways and principles of effective negotiation and to provide knowledge on effective interpersonal communication in the negotiation process.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PiDPL3_K04] He/she is ready to fulfill professional roles related to the application of tax and balance sheet law responsibly and to require this from others - including, in particular, compliance with the principles of ethics of a tax advisor and care for the achievements and traditions of this profession	Is able to cooperate in a group, to lead it and to choose such ways and methods of action which will allow to carry out the tasks assigned to him/her effectively and efficiently.	[SK2] presentation/project/paper/report [SK8] observation of student's independent or team work
	[PiDPL3_U01] The graduate can use theoretical knowledge in the field of tax law, accounting and the related disciplines in order to formulate and solve complex problems that may occur in this area, especially complex validation and interpretation problems in the field of tax law, tax analysis and accounting	Is able to find an adequate strategy to act in a negotiation situation. Is able to communicate with the environment in such a way as to increase the likelihood of a successful agreement.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU8] observation of student's independent or team work
	[PiDPL3_W05] The graduate demonstrates knowledge of the principles and ethical standards related to taxes and tax law	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.	[SW2] presentation/project/paper/report
	[PiDPL3_K01] The graduate understands the complexity of problems occurring in the field of tax law, finance and accounting and related disciplines, and therefore is ready to assess the problems critically. He/she understands the importance of knowledge in solving cognitive and practical problems and - in case of difficulties with solving the problem independently - consulting experts in tax law, finance, accounting and related disciplines (especially scientists, expert tax advisors, lawyers dealing with disciplines other than tax law and balance sheet), and, if necessary, also expert specialists in disciplines other than legal and economic sciences	Can consciously select and make effective use of expert advice, expertise and publications to carry out a variety of team tasks to enhance the effectiveness of negotiations.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report
	[PiDPL3_U03] The graduate can communicate using specialized legal, financial and tax terminology	Is aware of the differences in communication with different subjects. Tries to choose a variety of methods, a variety of means of communication so as to respect the differences and achieve more effectively	[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work
	[PiDPL3_U07] He/she can plan and implement independently the need for lifelong learning	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.	[SU1] oral statement/conversation/discussion
	Subject contents	<ol style="list-style-type: none"> <li>1. Negotiations - introduction (definitions, goals, principles of conducting).</li> <li>2. Stages of negotiation - actions, principles, mistakes.</li> <li>3. Negotiation styles and orientations.</li> <li>4. Negotiator - characteristics of an effective negotiator.</li> <li>5. Manipulation in negotiations.</li> <li>6. Verbal and non-verbal communication in negotiations. - Types, features, barriers, principles of communication. 5</li> <li>7. Preparation for negotiations - implementation of the project</li> </ol>	
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	team project - completion of work in student groups (quality content, compliance with state of the art, timeliness)	50.0%	100.0%

Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. R. Fisher, W. Ury, B. Patton, Getting to Yes: Negotiating An Agreement Without Giving In, Random House UK Ltd 2018.</li> <li>2. W. Ury, Getting Past No, Bantam Doubleday Dell Publishing 2003.</li> <li>3. Ch. Voss, T. Raz, Never Split the Difference: Negotiating As If Your Life Depended On It, Harper Collins Publishing 2016.</li> </ol>
	Supplementary literature	<ol style="list-style-type: none"> <li>1. D. Malhotra, Negotiating the Impossible: How to Break Deadlocks and Resolve Ugly Conflicts (without Money or Muscle), Berrett-Koehler Publishers; 1st edition, 2016.</li> <li>2. Castle T., The Art of Negotiation: How to get what you want (every time), I_AM Self-Publishing 2018.</li> </ol>
	eResources addresses	Adresy na platformie eNauzanie:
Example issues/ example questions/ tasks being completed	<p>Prepare project: Preparation for negotiation (in the indicated situation) according to the scheme and rules set by the instructor, for example:</p> <ol style="list-style-type: none"> <li>1. Identify, formulate and prioritise objectives for negotiation for the indicated negotiation situation.</li> <li>2. Identify members of the negotiating team.</li> <li>3. Prepare alternatives to a negotiated agreement - BATNA</li> </ol>	
Work placement	Not applicable	

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