

## Subject card

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          |                                                                                                                  |                                     |                                                         |            |     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------|------------|-----|
| Subject name and code                       | Negotiation and mediation techniques in administration - lecture, PG_00179010                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |                                                                                                                  |                                     |                                                         |            |     |
| Field of study                              | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |                                                                                                                  |                                     |                                                         |            |     |
| Date of commencement of studies             | October 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          | Academic year of realisation of subject                                                                          |                                     | 2025/2026                                               |            |     |
| Education level                             | Bachelor's studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                          | Subject group                                                                                                    |                                     |                                                         |            |     |
| Mode of study                               | part-time studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | Mode of delivery                                                                                                 |                                     | at the university                                       |            |     |
| Year of study                               | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | Language of instruction                                                                                          |                                     | Polish                                                  |            |     |
| Semester of study                           | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | ECTS credits                                                                                                     |                                     | 3.0                                                     |            |     |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          | dr hab. Tomasz Wiślak                                                                                            |                                     |                                                         |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Lecture                                                  | Tutorial                                                                                                         | Laboratory                          | Project                                                 | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 15.0                                                     | 0.0                                                                                                              | 0.0                                 | 0.0                                                     | 0.0        | 15  |
|                                             | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 15                                                       |                                                                                                                  | 0.0                                 |                                                         | 60.0       | 75  |
| 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_WG02] The graduate demonstrates fundamental knowledge about the subject of regulations of individual branches of law                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          | has a basic knowledge of negotiation and mediation                                                               |                                     | [SW1] oral statement/ conversation/discussion           |            |     |
|                                             | [ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          | can interpret interpersonal conflicts of interest and undertake their reconciliation                             |                                     | [SU6] demonstration of practical skills                 |            |     |
|                                             | [ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          | appreciates the role of knowledge of alternative dispute resolution methods in resolving interpersonal conflicts |                                     | [SK8] observation of student's independent or team work |            |     |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Subject contents                | <p>1. The concept of alternative dispute resolution (ADR). Comparison of alternative and formal methods. The place of negotiation and mediation in administration.</p> <p>2. Ethical conditions for resolving disputes by negotiation. The professional role of a negotiator and mediator.</p> <p>3. Social and psychological determinants of resolving disputes by negotiation. Fundamentals of social communication theory. Fundamentals of cognitive science and cognitive heuristics.</p> <p>4. Verbal and non-verbal communication in negotiation and mediation. Multicultural negotiations.</p> <p>5. Negotiations and mediation and their legal regulation. The importance of procedural and formal elements in negotiation and mediation.</p> <p>6. Negotiation strategies. Basic communication techniques of universal use in conflict situations.</p> <p>7. Cooperative techniques in negotiations (simulations).</p> <p>8. Confrontation techniques in negotiations (simulations).</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |
| Prerequisites and co-requisites |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |
| Assessment methods and criteria | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Passing threshold                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percentage of the final grade |
|                                 | workshop                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 100.0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 100.0%                        |
| Recommended reading             | Basic literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Ch. Voss, Never split the difference. Negotiating as if your life depended on it, 2016.</p> <p>S. Fish, Winning arguments, 2016.</p> <p>J. Stelmach, Foundations of Legal Negotiations, Copernicus Centre Press, Kraków 2014.</p> <p>R. Fisher, W. L. Ury, B. Patton, Getting to Yes: Negotiating Agreement Without Giving In, Penguin Publishing Group 2011.</p> <p>J. Jabłońska-Bonca, K. Zeidler (red.), Prawnik a sztuka retoryki i negocjacji, wyd. 2, Wolters Kluwer, Warszawa 2016.</p> <p>J. Stelmach, B. Brożek, Negocjacje, Copernicus Center Press, Kraków 2018.</p> <p>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.</p> <p>M. Tabernacka, Negocjacje i mediacje w sferze publicznej, Wolters Kluwer, Warszawa 2018.</p> |                               |
|                                 | Supplementary literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>P. Rybiński, K. Zeidler, Leksykon retoryki prawniczej. 100 podstawowych pojęć, wyd. 2, Warszawa 2018.</p> <p>S. Kubsik, Przedkontraktowa odpowiedzialność odszkodowawcza z tytułu nieuczciwych negocjacji, C. H. Beck, Warszawa 2015.</p> <p>A. Zienkiewicz, Holizm prawniczy z perspektywy Comprehensive Law Movement, Difin, Warszawa 2018.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |

|                                                                |                      |  |
|----------------------------------------------------------------|----------------------|--|
|                                                                | eResources addresses |  |
| Example issues/<br>example questions/<br>tasks being completed |                      |  |
| Work placement                                                 | Not applicable       |  |

Document generated electronically. Does not require a seal or signature.