

Module name: Negotiation Ninja: Skills for Business and Personal Triumphs.	
Module teacher (e-mail)	
Iwona Wojtala, MA (iwona.wojtala@us.edu.pl)	
Number of the ECTS credits	
3 ECTS	
Learning outcomes of the module	
<ol style="list-style-type: none"> 1. learning the skill of conducting negotiations 2. building awareness of the complex nature of negotiations and various negotiating styles across cultures 2. practicing the vocabulary needed to conduct negotiations 3. developing students' fluency in English 	
Maximum number of student who can take part in the module:	20
Content of the module by chapter	<ol style="list-style-type: none"> 1. Preparing to negotiate, relationship building 2. Negotiation styles and cross-cultural differences 3. Establishing a procedure and proposal stage 4. Exploring interests and questioning techniques 5. The bargaining stage – powers of persuasion 6. Handling breakdowns and closing the deal
Module description	The main aim of the module:
	During the classes students will learn how to successfully negotiate a business deal. They will be taught how to prepare for negotiations, establish rapport, ask the right questions, persuade

Module description	partners and handle breakdowns. Students will find out what aspects of a business deal are most often the subject of negotiations (price, methods of payment, transportation, warranty) and they will also explore the differences between negotiation styles in various cultures. Emphasis will be put on practical skills through a number of case studies and role plays as well as on the development of language skills in English.
	Subject area:
	Business English
	Target group:
	any interested students
	other:
	Field of study:
	any interested students
Assessment of the learning outcomes of the module	Type
	Cafeteria work assessment (select from the list): <input checked="" type="checkbox"/> project <input type="checkbox"/> test <input type="checkbox"/> presentation <input type="checkbox"/> poster presentation <input type="checkbox"/> study results <input checked="" type="checkbox"/> written assignment <input checked="" type="checkbox"/> oral assignment <input type="checkbox"/> other

Assessment of the learning outcomes of the module	Description:		
	<p>Students are asked to prepare a project that is a mixture of a written and oral assignment. Student will be divided into small groups (2 – 3 people). Each group will represent a company whose profile students have to decide on together with the teacher. Then groups will be paired and each pair will have to negotiate a business transaction. The subject of the transaction will be decided by each pair of groups, and then groups will be working independently to prepare for the negotiation. Each group will have to prepare some documents in writing: 1) company profile, 2) description of a negotiating style of the culture the company represents, 3) strategy for the negotiation (best case and worst case scenarios, non-negotiable points, acceptable concessions), 4) the outcome of the negotiation. Each pair of groups will have to meet at an agreed time (preferably at a meeting for all students of the module) and negotiate the deal – which will constitute the oral assignment.</p>		
Forms of teaching	Type (select from the list):	Description (including teaching methods)	Number of hours
	<input type="checkbox"/> lectures		
	<input type="checkbox"/> seminars		
	<input type="checkbox"/> laboratory classes		
	<input checked="" type="checkbox"/> practical classes	<p>Classes conducted with the use of communicative approach.</p> <p>Students are provided with feedback.</p> <p>Activating approach is</p>	20h
		In total = 24 hours	

Forms of teaching		<p>applied in the classes, including different teaching techniques, e.g. exploratory technique, case studies, role plays and debates, with the use of modern IT and multimedia techniques.</p> <p>Introduction of exercises developing interpersonal skills, including teamwork skills.</p>	
	<input checked="" type="checkbox"/> online meeting	<p>2 hours before the beginning of the classes as an introduction to the subject of negotiations,</p> <p>2 hours after the classes as a sum-up of the course and the project</p>	4h
	<input type="checkbox"/> other:.....		
Student's own work	Description:		<p>Number of hours</p> <p>In total = minimum 51 hours</p>

Student's own work	<p><u><i>Before the classes in Katowice:</i></u></p> <p>reading the materials provided by the teacher to prepare for the classes (aspects determining setting the price of a product, methods of payment in international trade, mode of transportation – Incoterms, warranty, and stages of negotiations)</p>	20
	<p><u><i>During the classes in Katowice:</i></u></p> <p>doing homework assignments</p> <p>preparation of the assessment project (oral assignment) in groups: Students will be divided into small groups (2 – 3 people). Each group will represent a company whose profile students have to decide on together with the teacher. Then groups will be paired and each pair will have to negotiate a business transaction. The subject of the transaction will be decided by each pair of groups, and then groups will be working independently to prepare for the negotiation. Each group will conduct the negotiation during the course.</p>	<u>16</u>
	<p><u><i>After the classes in Katowice:</i></u></p> <p>preparation of the assessment project (written assignment) in groups: Each group will have to prepare some documents in writing: 1) company profile, 2) description of a negotiating style of the culture the company represents, 3) strategy for the negotiation (best case and worst case scenarios, non-negotiable points, acceptable concessions), and the outcome of the negotiation.</p>	<u>15</u>

Module literature, obligatory reading	Description:
	<p>Siedel George, Negotiating for Success: Essential Strategies and Skills, Van Rye Publishing, LLC, 2014</p> <p>Fisher Roger, Getting to Yes: Negotiating Agreement Without Giving In, Penguin Books, 2011</p> <p>Hofstede Geert, Hofstede Gert Jan, Cultures and Organizations: Software of the Mind, McGraw-Hill, 2004</p> <p>Internet sources and materials provided by the teacher.</p>
Technical requirements and teaching aids necessary for conducting classes at University of Silesia	
overhead projector, loudspeakers, computer	
Minimum attendance requirement	
20 hours	