

HIGHER EDUCATIONAL ESTABLISHMENT UKOOSPILKA
 "POLTAVA UNIVERSITY OF ECONOMICS AND TRADE"
 Educational and Scientific Institute of International Education
 International Economics and International Economic Relations Department

SYLLABUS

academic discipline

«Training: Technique of international commercial negotiations»

for the 2022-2023 academic year

Course and semester of study	4 th year, 7 th semester
Educational program / specialization	International Business
Specialty	292 International Economic Relations
Branch of knowledge	29 International Relations
Degree of higher education	bachelor

The name of the teaching staff, who conducts the course,
 scientific degree and academic title,
 position

Artem Pozhar
 PhD in Economics.,
 Associate Professor of International
 Economics and International Economic
 Relations Department

Phone number	+38-099-504-38-58
E-mail address	art.pozhar@gmail.com
Class schedule	http://schedule.puet.edu.ua/
Consultations	online: by e-mail, Monday through Friday from 10.00 to 17.00
Distance course page	http://www2.el.puet.edu.ua/iz/course/view.php?id=609

Course description

Course objectives	Provide knowledge of the techniques of international business negotiations and practical skills and abilities to conduct them
Duration	4 ECTS credits / 120 hours (practical classes 48 hours, independent work 72 hours)
Forms and methods of teaching	Practical classes in the classroom, independent work outside the schedule
Current and final control system	Current control: attending classes; homework protection; discussion of lesson material; performance of educational tasks; reports with abstracts and their discussion; testing; current modular work Final control: test
Basic knowledge	Availability of extensive knowledge of foreign economic activity of enterprises, communication technologies, psychology, business ethics, cross-cultural management
Language of instruction	Ukrainian, English

The list of competencies that use this discipline, program learning outcomes

Program learning outcomes	Competences that must be mastered by the applicant
<ul style="list-style-type: none"> • Have the skills of self-analysis (self-control), be understandable to representatives of other business cultures and professional groups of different levels (with experts from other fields of knowledge / activities) on the basis of valuing diversity, multiculturalism, tolerance and respect for them • Identify the causes, types and nature of international conflicts and disputes, justify and apply economic, legal and diplomatic methods and means of resolving them at the international level, defending the national interests of Ukraine 	<ul style="list-style-type: none"> • Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / types of economic activity)

Thematic outline

Topics	Types of work	Tasks of independent work in the context of topics
Module 1. Preparation and negotiation		
Topic 1. Setting goals for negotiations	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Understanding the short- and long-term interests of the parties to the negotiations."
Topic 2. Preparation for negotiations	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Development of a negotiation plan."
Topic 3. In the meeting room: building trust and getting started	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "First impressions of the parties to the negotiations."
Topic 4. Outside the meeting room	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing; current modular work	Підготувати реферат на тему «Використання медіа в переговорному процесі».
Module 2. Special skills of the negotiator		

Topics	Types of work	Tasks of independent work in the context of topics
Topic 5. Techniques of persuasion	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Setting questions in the negotiation process."
Topic 6. Responding to the other side of the negotiations	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Response to personal complaints / allegations."
Topic 7. Final negotiation sessions: ways to achieve successful results	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing; current modular work	Prepare an essay on "Further implementation of the achieved results of negotiations."

Information sources

1. Avenhaus, R., Zartman, W. (2007), Diplomacy Games: Formal Models and International Negotiations [Electronic Source]. – Access mode: <https://www.pdfdrive.com/diplomacy-games-formal-models-and-international-negotiations-e160979631.html>
2. Dawson, R. (2010), Secrets of Power Negotiating, 15th Anniversary Edition: Inside Secrets from a Master Negotiator [Electronic Source]. – Access mode: <https://www.pdfdrive.com/secrets-of-power-negotiating-15th-anniversary-edition-inside-secrets-from-a-master-negotiator-e158170342.html>
3. Galluccio, M. (2015), Handbook of International Negotiation: Interpersonal, Intercultural, and Diplomatic [Electronic Source]. – Access mode: <https://www.pdfdrive.com/handbook-of-international-negotiation-interpersonal-intercultural-and-diplomatic-perspectives-e157813538.html>
4. Gates, S. (2016), The Negotiation Book: Your Definitive Guide to Successful Negotiating [Electronic Source]. – Access mode: <https://www.pdfdrive.com/the-negotiation-book-your-definitive-guide-to-successful-negotiating-e158025043.html>
5. Ghauri, P. (2003), International Business Negotiations [Electronic Source]. – Access mode: <https://www.pdfdrive.com/international-business-negotiations-second-edition-international-business-and-management-international-business-and-management-series-e164709224.html>
6. Goldwich, D. (2010), Win-Win Negotiation Techniques : Develop the mindset, skills and behaviours of win-win negotiators [Electronic Source]. – Access mode: <https://www.pdfdrive.com/win-win-negotiation-techniques-develop-the-mindset-skills-and-behaviours-of-win-win-negotiators-st-training-solutions-success-skills-e188904192.html>

7. Gosselin, T. (2007), Practical Negotiating: Tools, Tactics & Techniques [Electronic Source]. – Access mode: <https://www.pdfdrive.com/practical-negotiating-tools-tactics-techniques-e187662350.html>

8. Hay, S. (2015), Advanced Negotiation Techniques [Electronic Source]. – Access mode: <https://www.pdfdrive.com/advanced-negotiation-techniques-e177703128.html>

9. Neale, M., Lys, T. (2015), Getting (More of) What You Want: How the Secrets of Economics and Psychology Can Help You Negotiate [Electronic Source]. – Access mode: <https://www.pdfdrive.com/getting-more-of-what-you-want-how-the-secrets-of-economics-and-psychology-can-help-you-negotiate-anything-in-business-and-in-life-e158699794.html>

10. Voss, C. (2017), Never Split the Difference: Negotiating As If Your Life Depended On It [Electronic Source]. – Access mode: <https://www.pdfdrive.com/never-split-the-difference-negotiating-as-if-your-life-depended-on-it-e145171860.html>

Course software

- Software package Microsoft Office.

Course study and assessment policy

- Deadline and retake policy: assignments that are submitted after deadline without good reason are evaluated for a lower grade (75% of the possible maximum number of points for the type of activity). The retake of modules occurs with the permission of the lead teacher if there are good reasons (for example, sick leave).
- Academic integrity policy: students must consciously abide by the “Regulation on academic integrity” (http://puet.edu.ua/sites/default/files/polozhennya_pro_akademichnu_dobrochesnist_2020.pdf); cheating during current modular work and test is prohibited (including using mobile devices). Mobile devices are allowed to be used only for online tests and preparation of practical tasks during the lesson.
- Class attendance policy: class attendance is a mandatory component. For objective reasons (for example, illness, employment, internship), training can take place online (Moodle) in agreement with the lead teacher.
- Policy of enrollment in non-formal education: <http://puet.edu.ua/uk/neformalna-osvita>;
- Regulations on crediting the results of non-formal education: http://puet.edu.ua/sites/default/files/polozhennya_pro_zarahuvannya_rezultativ_neformal_noyi_osvity.pdf

Assessment

The final grade for the course is calculated through the continuous assessment

Types of work	Maximum number of points
Module 1 (topics 1-4): attendance (8 points); homework defense (8 points); discussion of lesson material (4 points); performance of educational tasks (8 points); tasks of independent work (8 points); testing	50

(4 points); current modular work (10 points)	
Module 2 (topics 5-7): attendance (8 points); homework defense (8 points); discussion of lesson material (4 points); performance of educational tasks (8 points); tasks of independent work (8 points); testing (4 points); current modular work (10 points)	50
Total	100

Students' assessment scale based on the results of studying the course

The number of points for all types of educational activities	ECTS grading scale	Score in accordance with national grading scale
90-100	A	Excellent
82-89	B	Very good
74-81	C	Good
64-73	D	Satisfactorily
60-63	E	Satisfactory enough
35-59	FX	Unsatisfactory with the possibility of reassembly
0-34	F	Unsatisfactory with the mandatory re-study of the discipline