

Entitlement

Negotiation and Career Management

Prerequisites

B1 level of English language

Main aim

To develop students' career management competencies, which will help them to make reasonable decisions and plan their career, to introduce students to the negotiation process, negotiation strategies, and to develop students' negotiation skills, to provide students with the concept of leadership phenomenon, theoretical models explaining leadership, to reveal personal leadership development of students.

Summary

During the Negotiation and Career Management Module, the study subjects of Career Management (CM), Negotiation (N) and Personal Leadership (PL) are studied. Upon completion of the Career Management subject, students will be able to identify and evaluate career-relevant personality traits, career opportunities, formulate personal career goals and make decisions, prepare a career plan, know the ways of realizing a career and be able to choose them. Upon completion of the Negotiation subject, students will be able to properly prepare for negotiation situations, define the interests and positions of the parties involved in the negotiations, develop the most appropriate negotiation strategies and select the most effective negotiation tactics. Upon completion of the Personal Leadership subject, students will be able to independently form leadership skills, form a team and motivate it, be able to influence yourself and others to achieve organizational goals.

Learning Outcomes

CM: Understand the importance of self-knowledge for career management and know the personality traits important for a career. Understand the importance of self-assessment and the differences between a person's self-assessment and other assessment. Apply methods and tools of self-knowledge and assessment, objectively assess your values, inclinations, abilities.

CM: Understand the career information value for career management, and know the forms, sources and ways of obtaining career information. Evaluate the quality of career information by applying appropriate assessment methods and criteria, apply career information to personal career management.

CM: Know the structure of the career plan, the stages of its creation, content and the criteria for defining career goals. Understand how a career plan relates to a person's purposeful realization of a career vision.

Evaluate the impact of personal and environmental changes on career planning and create a

career plan.
N: Evaluate the possibilities of negotiations, determine the limits of a potential agreement. Identify and apply the most appropriate negotiation tactics used in positional and integrative negotiations. Avoid manipulations used in the negotiation process.
N: Summarize the main elements of various negotiation situations, choose the appropriate negotiation strategies and tactics, predict the results of negotiations.
PL: Get knowledge about leadership, its significance for self-efficacy and self-motivation, to know the basic principles of emotional and business leadership. Be able to know yourself, your values and emotions.
PL: Able to „build“ and manage relationships by knowing ourself and others and to communicate effectively in decision-making and conflict management. Develop communication and teamwork skills. Apply basic leadership principles in personnel management

Syllabus

Career management
The conception of career. Career management competencies.
Self-knowledge. Knowledge of career-relevant personality traits. Cognition of the influence of personal development on career.
Learning of career opportunities. collection, interpretation, evaluation and use of career information; research of global economic, social and technological development trends; job opportunities research; exploring the world of learning.
Career planning: developing a personal career vision; career decision making; creating a career plan.
Career realization: personal finance management; learning process management; job search process management; establishment in the workplace; career change; combining careers with other areas of life.
Negotiations
The importance of negotiation in the modern world.
Formal preparation for negotiation (process, strategic planning, screening).
Positional and integrated negotiations (features, tactics, reaching agreement)
Power in negotiation and argumentation (manipulation, negotiation using internal power, argumentation, speculative arguments).
Ethics in negotiations (setting framework of ethics, unethical negotiation outcomes)
Multilateral and international negotiations (strategic planning of multilateral negotiations, the role of culture in international negotiations)
Individual differences of negotiators (gender, character traits, emotions, negotiation styles)
Third party in negotiations and alternative dispute resolution
Personal leadership
The conception of leadership and its evolution.
Leadership and management.
Leader personality analysis: charisma, values, motives, personal qualities and competencies.
Emotional intelligence and leadership. Areas of emotional intelligence and related skills: self-

awareness, self-control, social awareness, relationship management.

Leadership style: situational, charismatic and transformational, serving, team leadership.

The conception of personal leadership and its development.

Leader in group/team. Team building. Stages. An empowering leader.

Evaluation procedure of knowledge and abilities

Final grade = $X1 \cdot 0,3 + X2 \cdot 0,3 + E \cdot 0,4$

X1 – Interim assessment (*Career management*)

Correct and reasoned answers to the given questions about career, career management competencies and specific career plan.

X2 – independent work (Negotiations)

Substantiation of the relevance and importance of the problem, formulation of the goal and objectives, selection of literature related to the topic, completeness and consistency of the analysis, formulation and validity of conclusions, their relevance to the goal and objectives, scientific style and regularity, formal structure and logic quality of work presentation (written).

E - Exam (*Personal leadership*)

Clear, reasoned, comprehensive and correct answers to the given practical tasks and situations. Ability to analyze, evaluate and systematize situation data.