

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
Karazin Kharkiv National University

**BUSINESS Negotiations**  
(name of the discipline)

**Methodological recommendations  
for independant work  
on the discipline for students of Bachelor degree  
(cipher and specialty name)**

**2022 year**

DEVELOPED AND SUBMITTED:  
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Protocol No. , dated 30 August , 2022  
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## 1. GENERAL INFORMATION

Student's independent work (SIW) is a form of organization of the educational process, in which the scheduled tasks are performed by a student independently under the teacher's guidance.

The purpose of independent work of a student within the framework of the discipline "Business Negotiations" is the mastering of the full scope of the curriculum and the formation of a student's general and professional competencies, which play an essential role in the formation of a future specialist. The academic time allocated for the independent work of Bachelor degree students of the full-time form of education is determined by the curriculum and is 57.3% (72 hours) of the total amount of academic time for the study of discipline ).

In the course of independent work, a student should become an active participant in the educational process, learn to consciously take mastering the theoretical and practical knowledge, freely navigate the information space, carry individual responsibility for the quality of his / her own educational and scientific activities.

The SIW within the discipline "Business Negotiations" includes:

working with lecture material;

working with and studying the recommended literature, basic terms and concepts according to subjects of the discipline;

preparation for practical and seminar classes;

in-depth study of individual lecture topics or issues;

search (selection) and review of literary sources on the given problem of the discipline;

a student's check-up of personal knowledge by the questions for self-diagnosis;

preparation for control works and other forms of current control;

systematization of the studied material for the purpose of preparation for semester examinations.

## 2. TASK FOR INDEPENDENT WORK

Tasks of independent work, which are given in the curriculum and the curriculum for the acquisition of theoretical knowledge and practical skills, are given in Table. 2.1.

Table 2.1

**Tasks for independent work of students and forms of its control**

Title	Content of independent work of students	Hours	Forms of control of the SIW	Literature
1	2	3	4	5

Content module 1. Features of preparation for business communications				
Topic 1. Specifics and Peculiarities of Business Negotiations	Rationale for choosing a business negotiation approach (soft, hard, Harvard).	9	Presentation of the results, active participation in the discussion	
Topic 2. Stages of business negotiations	Study of lecture material, preparation for practical classes.	9	Active participation in solving practical problems	
Topic 3. Negotiation strategy	Definition of negotiation strategies according to the nature of the negotiating partners	9	Active participation in solving practical problems	
Topic 4. Tactics of negotiation	Search, selection and review of literary sources on a given topic. The choice of means of influence on the interlocutor	9	Active participation in solving practical problems	
Module 1 total		36		
Topic 5. Analysis of business partner character	Justification of tactics of negotiations depending on the nature of partners	9	Active participation in solving practical problems	
Topic 6. Negotiation process. Cocus	Preparation of vulnerable issues for discussion during coccus.	9	Active participation in solving practical problems.	

Topic 7. Answers to questions and objections..	Preparation of stereotyped questions and possible objections	9	Active participation in solving practical problems.	
Topic 8. Ten criteria for assessing the effectiveness of negotiations and level of argumentation.	Justification of the expediency of using all the criteria for assessing the effectiveness of negotiations	9	Active participation in solving practical problems	
Module 2 total		36		
<i>Academic hours total</i>		<i>72</i>		

### 3. SYSTEM OF ASSESSMENT OF INDEPENDANT WORK SUCCESS

The fulfillment of each task for independent work is assessed in accordance with the Provisional Regulations "On the Procedure for Assessing the Results of Studying of Students Based on the Accumulated Bulletin-Rating System" Karazin Kharkiv National University. (Table 3.1).

Table 3.1

#### Scale: national and ECTS

The amount of points for all types of educational activities	Score
	for a two- level assessment scale
90 – 100	passed
70 – 89	
50 – 69	
1– 49	not passed

The distribution of points for the tasks of independent work within the topics of the content modules of the discipline is given in the table. 3.2.

Table 3.2

**Distribution of points for tasks and content modules**

Tasks for independent work	Content module 1	Content module 2	Total number of points
	TIW1		
Maximum points	65		65

TIW - Tasks for independent work of students

Scores by this scale are recorded in the progress report and other academic documentation.

### 3. RECOMMENDED LITERATURE

#### 3.1. Main

1. Voss Chris. Never Split the Difference. Negotiating as if Your Life Depended on it / Random Hous, 2017. – 288 p.
2. Cialdini Robert B. Pre-Suasion: a Revolutionary Way to Influence and Persuade / Simon and Shuster, New-York, 2017. – 418 p.
3. Weiss Joshua N. The Book of Real-World Negotiations: Successful Strategies From Business Government and Daily Life / John Wiley and Sons, New Jersey, 2020. – 304 p.
4. Fisher R., Ury W., Patton B. Getting to Yes. Negotiating Agreement Without Giving In / 1992.- 234 p.

#### 10.3. Informational Resources

5. Sebenius K. James, Cook Ben, Lax David, Fortgang Ron, Silberberg Isaak, Levi Paul. A Playbook for Negotiators in the Social Media Era, April 16, 2021, Harvard Business Review  
<https://hbr.org/2021/04/aplaybook-for-negotiators-in-the-social-media-era>