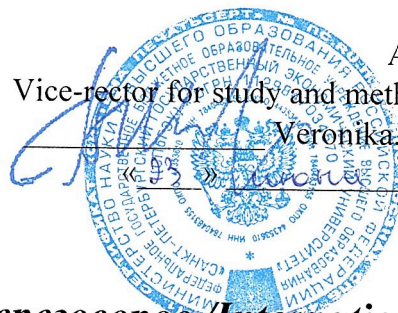


APPROVED:  
Vice-rector for study and methodical work  
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20. 22.



**Организация международных переговоров / International negotiations organization**

**Syllabus of the course**

Specialty 38.03.02 Management  
Specialization Business management and digital innovations  
Level of higher education Bachelor  
Form of training Full-time  
Year of enrolment 2022  
Authored by:  
PhD in Economics, Lipatova Olga Nikolaevna

Total number of hours	72	<b>Form of final attestation:</b>  Test: semester 3
incl:		
contact work	32	
self-study	40	
practical training	0	
control hours	0	

**Hours distribution:**

Semester:	3
Type of classes	Hours
Contact hours	18
Practical training	14
Laboratory work	
<b>Total contact hours</b>	<b>32</b>
Self-study	40
Control hours	0
<b>Total academic hours</b>	<b>72</b>
<b>Total credits</b>	<b>2</b>

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## 1. LEARNING OBJECTIVES

<b>Objective:</b>	Mastering by students the theoretical foundations and practical skills of using the tools of the negotiation process.
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## 2. COURSE PLACE IN THE PROGRAMME STRUCTURE

The discipline B1.V.DV International negotiations organization a part of Block 1.

## 3. EXPECTED LEARNING OUTCOMES

Code and name of graduate competence	Code and name of the competence achievement indicator	Expected learning outcomes
UC-5 – Able to perceive the intercultural diversity of society in the socio-historical, ethical and philosophical contexts	UC-5.2 – Understands the need to perceive and take into account the intercultural diversity of society in the socio-historical, ethical and philosophical contexts	<p>To know: ways of intercultural interaction in a professional environment.</p> <p>To be able to: effectively interact with partners in an intercultural professional environment.</p> <p>To possess: tools of intercultural interaction in a professional environment.</p>

## 4. COURSE STRUCTURE AND CONTENT

Code and name of the topics	Course content	Academic hours			
		Contact work			Self-study
		Lectures	Practices	Workshops	
Topic 1. The concept and meaning of international negotiations.	Concept of negotiations. Their importance in the organization of international activities. Structuring international economic relations by stages. The economic nature of the negotiations.	2	1		4
Topic 2. Content, types, stages of international negotiations.	Goals of international negotiations. Main signs of negotiations. Classification of negotiations. Organization of international negotiations by correspondence. Features of conducting international negotiations by telephone and video communication. Differences between telephone conversations and face-to-face conversations. Advantages and disadvantages of telephone conversations. Rules for conducting telephone conversations. Preparing for a phone call. Organization of international negotiations in the form of personal meetings. The main stages of international negotiations in the form of personal meetings. Organizational moments of preparation of negotiations. Preparation for negotiations. Conduct of negotiations. final stage of negotiations.	2	2		6
Topic 3. Strategies and tactics of international	The concept of strategy and tactics of international negotiations. Strategies for positional and principled	4	2		6

negotiations.	negotiations. Criteria for determining the degree of concessions and compromises in negotiations. Determination of the position that needs to be defended in the negotiations. Tactics in trade negotiations. Questioning technique. Rules for conducting international negotiations. Negotiation mistakes. Requirements for special training of participants in the negotiation process. Psychological aspects of international negotiations.				
Topic 4. Non-verbal communications in international negotiations.	The value of non-verbal communication in the negotiation process. Kinesics, Takesics, Proxemics. National features of non-verbal communication.	2	2		6
Topic 5. Resolution of conflict situations through negotiations.	Signs of conflict. Forms of regulation of conflict relations of counterparties. Opportunities for negotiations depending on the stage of development of the conflict. The positions of the parties to the negotiations in the settlement of disputes. Stages of negotiations aimed at resolving the conflict. Mediation.	2	2		4
Topic 6. Confidentiality in international negotiations.	The concept of trade secrets. List of information that cannot be a trade secret. Channels of unauthorized access to confidential information. Requirements for documents intended for negotiators. Protection of confidential information in the process of international negotiations.	2	1		4
Topic 7. Etiquette and protocol in international negotiations.	International norms of business etiquette. Dress code for international negotiations in various fields of activity. Protocol events in the framework of international negotiations.	2	2		6
Topic 8. National features of international negotiations.	The influence of national characteristics on business communication. National styles of negotiation.	2	2		4
<b>Control hours:</b>					<b>0</b>
<b>Total hours:</b>		<b>18</b>	<b>14</b>	<b>0</b>	<b>40</b>

## 5. TEACHING AND LEARNING TOOLS OF THE COURSE

### 5.1 Recommended literature

Bibliographic description of the publication (author, title, type, place and year of publication, number of pages)	Digital resources
International negotiations and diplomatic protocol: textbook / N.V. Trifonova, F.D. Sutyurin, I.N. Rogova, I.Yu. Vostrikova; Ministry of Science and Higher. education Ros. Federation, St. Petersburg. state economy un-t, Department of International. business St. Petersburg : St. Petersburg State University of Economics, 2018	<a href="http://opac.unecon.ru/elibrary ... B5%D1%81%D0%BA%D0%B8%D0%B9.pdf">http://opac.unecon.ru/elibrary ... B5%D1%81%D0%BA%D0%B8%D0%B9.pdf</a>
Communications in logistics: textbook / O.N. Lipatova, I.M. Shapovalova; Ministry of Science and Higher. education Ros. Federation, St. Petersburg. state economy un-t, Dept. logistics and ex. supply chain St. Petersburg : St. Petersburg State University of Economics, 2019	<a href="http://opac.unecon.ru/elibrary ... D1%82%D0%B8%D0%BA%D0%B5_19.pdf">http://opac.unecon.ru/elibrary ... D1%82%D0%B8%D0%BA%D0%B5_19.pdf</a>

## 5.2 List of software (including national production)

- 7-Zip
- LibreOffice
- ОС АЛТ образование 10

## 5.3 List of reference systems and modern professional databases

№	Name of reference systems and professional databases
1.	Digital library Grebennikon.ru – <a href="http://www.grebennikon.ru">www.grebennikon.ru</a>
2.	Science Digital Library eLIBRARY – <a href="http://www.elibrary.ru">www.elibrary.ru</a>
3.	Science Digital Library КиберЛеника – <a href="http://www.cyberleninka.ru">www.cyberleninka.ru</a>
4.	Database ПОЛПРЕД Справочники – <a href="http://www.polpred.com">www.polpred.com</a>
5.	Database OECD Books, Papers & Statistics on the platform OECD iLibrary <a href="http://www.oecd-ilibrary.org">www.oecd-ilibrary.org</a>
6.	Legal reference system КонсультантПлюс (installed resource UNECON or <a href="http://www.consultant.ru">www.consultant.ru</a> )
7.	Legal reference system «ГАРАНТ» (installed resource UNECON or <a href="http://www.garant.ru">www.garant.ru</a> )
8.	Information and referral system «Кодекс» (installed resource UNECON or <a href="http://www.kodeks.ru">www.kodeks.ru</a> )
9.	Digital library system BOOK.ru - <a href="http://www.book.ru">www.book.ru</a>
10.	Digital library system ЭБС ЮРАЙТ – <a href="http://www.urait.ru">www.urait.ru</a>
11.	Digital library system ЗНАНИУМ (ZNANIUM) – <a href="http://www.znanium.com">www.znanium.com</a>
12.	Digital library UNECON – <a href="http://opac.unecon.ru">opac.unecon.ru</a>

## 6. TECHNICAL FACILITIES

There are special rooms for lectures, seminars, coursework, group and individual consultations, current and interim assessments, as well as rooms for self-study.

The premises are equipped with equipment and teaching aids.

The rooms for students' independent work are equipped with computers with Internet connection and access to the university's electronic learning environment.

Name of classroom	Classroom location
Classroom 511 Training classroom (for conducting lecture-type classes and seminar-type classes, course design (term papers), group and individual consultations, current control and intermediate certification), is equipped with a multimedia complex. Specialized furniture and equipment: Educational furniture for 66 seats, work teacher's place, classroom board - 1 pc., podium - 1 pc., multimedia cabinet - 1 pc., Mixer amplifier Jedia TA-1120 - 1 pc., Acoustic system Hi-Fi PRO MASK6T-W - 2 pcs., Electric screen Draper Baronet 153x200 cm213/84 - 1 pc. Sets of demonstration equipment and visual aids: multimedia applications for lecture courses and practical exercises, interactive educational visual aids.	192007, St. Petersburg, st. Prilukskaya, 3, lit. A
Classroom 117 Training classroom (for conducting lecture-type classes and seminar-type classes, course design (term papers), group and individual consultations, current control and intermediate certification), equipped with a multimedia complex. Specialized furniture and equipment: Educational furniture for 48 seats, teacher's workplace, podium - 1 pc., whiteboard - 1 pc. Acer Aspire Z1811 monoblock Intel Core i5-2400S@2.50GHz/4Gb/1Tb - 1 pc. Projection screen.	192007, St. Petersburg, st. Prilukskaya, 3, lit. A

Projecta Compact Electrol 138x180 cm Matte White S - 1 pc., Mixer amplifier Jedia TA-1120 - 1 pc. Sets of demonstration equipment and visual aids: multimedia applications for lecture courses and practical exercises, interactive educational visual aids.	
Classroom 210 Computer class (for conducting practical classes, course design (performing term papers) using computer technology). Equipped with a multimedia complex. Specialized furniture and equipment: Educational furniture for 14 seats, teacher's workplace, classroom board - 1 pc., classroom tribune - 1 pc., Monoblock computer FOX MIMO 4450 2.8Gh\4gb\500GB\DVD-RW\ 21.5\WiFi\Lan - 16 pcs., Projector NEC NP610 - 1 pc. Sets of demonstration equipment and visual aids: multimedia applications for lecture courses and practical exercises, interactive educational visual aids.	192007, St. Petersburg, st. Prilukskaya, 3, lit. A

## 7. METHODOLOGICAL GUIDELINES FOR STUDENTS

The following documents should be made available to the trainee before the start of the course:

- training and methodological documentation;
- local normative acts regulating the main issues of the organisation and implementation of educational activities, including those regulating the procedure for current monitoring and interim assessment of students;
- the schedule of consultations of the teaching staff.

The level and depth of mastering the discipline is determined by the active and systematic work of students in lectures, seminars, independent work, including in terms of identifying the most significant and relevant problems for further study. A special condition for qualitative mastering of the discipline is an effective organisation of work, which allows distributing the academic workload evenly in accordance with the schedule of the educational process.

When preparing for classes, students have the opportunity to attend consultations with the staff of UNECON according to the timetable set out in the schedule of consultations.

The students' in- and out-of-classroom work should aim to form:

- the fundamentals of the learner's world view and scientific understanding;
- basic knowledge relevant to the training area and the declared professional field, forming the target and professional basis for training;
- professional competences oriented towards the needs of the labour market;
- an individual trajectory by mastering a unique set of professional competences that complement the learner's competence model, through a focus on specific professional specialised areas of knowledge defined by labour market representatives;
- meta-skills for learners, such as teamwork and leadership, data analysis, digital skills, project design and implementation, intercultural interaction.

## **8. SPECIFICATIONS FOR TEACHING DISABLED PERSONS**

Students with disabilities, if necessary, are taught on the basis of an adapted work programme using special teaching methods and didactic materials that take into account the particularities of their psychophysical development, individual capacities and health status.

In order for disabled persons and persons with disabilities to master the curriculum, the University shall ensure that:

- for the visually impaired and visually impaired: availability of information on the timetable in accessible places and adapted forms for learners who are blind or visually impaired; presence of an assistant to assist the learner as needed; production of alternative formats of teaching materials (large print or audio files);
- for the hearing-impaired and hearing-impaired: adequate sound reproduction of information;
- for persons with disabilities and persons with mobility impairments: the possibility of unimpeded access for students to classrooms, restrooms and other areas of the department, as well as their stay in these areas.

Learners with disabilities and persons with disabilities are provided with printed and/or electronic educational resources in forms adapted to their disabilities. The education of students with disabilities may be organised with other students or in separate groups or organisations.

## ASSESSMENT RESOURCES

### 1.1 Control tasks and assignments for interim attestation

Is not provided by the work programme of the discipline.

### 1.2 Topics for written task

Is not provided by the work programme of the discipline.

### 1.3 Interim checkpoints

Number	Type	Method of conduct	Topic number
1	Case task	with the help of technical means and information systems	3-5
2	Analytical work	with the help of technical means and information systems	7-8
3	Monitoring	with the help of technical means and information systems	1-8

### 1.4 Other assessment objects

Names of the object of assessment	Method of conduct	Topic number
Report	orally	3,5,6,7
Essay	written	6
Design and analytical work	with the help of technical means and information systems	8

### 1.5 Self-study

Name of self-study	Topic number
Doing homework	1-8
Performance of calculation, analytical, settlement-graphic and other tasks	3,4
Essay writing	6
Preparation of messages, reports	3,5,6,7
Development of individual / group projects	8

### 1.6 Grading scale

Scales of assessment and procedures for assessing learning outcomes of the discipline are regulated by the Regulations on the current control of progress and interim attestation of students in higher education programmes and the Regulations on the scoring and rating system.

**A grading and rating system** is used to assess the learning outcomes of the discipline:

The final control of the discipline is an examination (or a differentiated test), the final grade being formed in accordance with the scale given in the table below:



Points	Grade
<55	Not passed
>=55	Passed

## Grading scale

2 (points to 54)	Demonstrates a lack of understanding of the problem. Many of the requirements of the assignment are not met. An initial perception of the material is demonstrated. The work is incomplete and/or plagiarised.
3 (points 55-69)	Demonstrates a partial understanding of the problem. Most of the requirements of the task have been met. Mastery of the elements of the assigned material. The material is mostly clear and coherent.
4 (points 70-84)	Demonstrates considerable understanding of the issue by the discipline. All requirements of the assignment are fulfilled. The content of the completed tasks is disclosed and examined from different perspectives.
5 (points 85-100)	Demonstrates full understanding of the problem. All requirements of the assignment are fulfilled. Demonstrates proficiency in the discipline. The completed assignments are holistic, complete, structured, present different points of view and demonstrate creativity.