

UČNI NAČRT PREDMETA / COURSE SYLLABUS						
<b>Predmet:</b>		Teorija in praksa pogajanj				
<b>Course title:</b>		Theory and Practice of Negotiation				
<b>Študijski program in stopnja</b> Study programme and level		<b>Študijska smer</b> Study field		<b>Letnik</b> Academic year	<b>Semester</b> Semester	
Alternativno reševanje sporov - 2. stopnja				1/2	1/2	
Alternative Dispute Resolution - 2nd degree				1/2	1/2	
<b>Vrsta predmeta / Course type</b>				Izbirni/ Elective		
<b>Univerzitetna koda predmeta / University course code:</b>						
<b>Predavanja</b> Lectures	<b>Seminar</b> Seminar	<b>Vaje</b> Tutorial	<b>Klinične vaje</b> work	<b>Druge oblike študija</b>	<b>Samost. delo</b> Individ. work	<b>ECTS</b>
25	0	0	0	0	125	6
<b>Nosilec predmeta / Lecturer:</b>				izr. prof. dr. Nana Weber / Assoc. Prof. Nana Weber, PHD		
<b>Jeziki / Languages:</b>		<b>Predavanja / Lectures:</b> Slovenski jezik/Slovenian/				
		<b>Vaje / Tutorial:</b> /				
<b>Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:</b>				<b>Prerequisites:</b>		
Vpis v prvi ali drugi letnik.  Vsaj 80% prisotnost na predavanjih.				Enrollment in the first or second year of study. At least 80% attendance at lectures.		

<b>Vsebina:</b>	<b>Content (Syllabus outline):</b>
<ol style="list-style-type: none"> <li>1. Anatomija pogajanj v današnji dobi.</li> <li>2. Namen pogajanj.</li> <li>3. Opredelitev in temeljna načela pogajanj.</li> <li>4. Pogajalski okvir, interval in pogajalska moč.</li> <li>5. Priprava na pogajanja.</li> <li>6. Pogajalske strategije in tehnike.</li> <li>7. Pogajalske taktike in metode.</li> <li>8. Ločitev ljudi in odnosov od problema.</li> <li>9. Usmerjenost na interese in ne na pozicije.</li> <li>10. Kreiranje opcij, ki so v interesu vseh strani.</li> <li>11. Uporaba objektivnih meril.</li> <li>12. Komunikacija v pogajanjih.</li> <li>13. Pogajalski proces in posamezne faze pogajanj.</li> <li>14. Zaključek pogajanj.</li> <li>15. Napake in zastoji v pogajanjih in kako jih preseči.</li> <li>16. Kako ravnamo s čustvi v pogajanjih.</li> <li>17. Posebnosti pogajanj z več strankami.</li> <li>18. Biti dober pogajalec.</li> <li>19. Kako reči »ne« in še vedno doseči »da«</li> <li>20. Etika in poštenost pri pogajanjih.</li> <li>21. Psihologija pogajanj.</li> <li>22. Kultura in pogajanja.</li> </ol>	<ol style="list-style-type: none"> <li>1. Anatomy of the negotiations in today's age.</li> <li>2. The purpose of the negotiations.</li> <li>3. Definitions and basic principles of the negotiations.</li> <li>4. The negotiating framework, interval and bargaining power.</li> <li>5. Preparation for the negotiations.</li> <li>6. Negotiating strategies and techniques.</li> <li>7. Negotiating tactics and methods.</li> <li>8. The separation of people and relationships from a problem.</li> <li>9. Focus on interests and not positions.</li> <li>10. Creation of options that are in the interests of all sides.</li> <li>11. The use of objective criteria.</li> <li>12. Communication in the negotiations.</li> <li>13. The negotiating process and each stage of the negotiation process.</li> <li>14. The conclusion of the negotiations.</li> <li>15. Obstacles in the negotiations and how to overcome them.</li> <li>16. How do we deal with emotions in negotiation.</li> <li>17. The specifics of negotiations with several parties</li> <li>18. How to be a good negotiator.</li> <li>19. How to say "no" and still achieve a 'yes'</li> <li>20. Ethics and fairness in the negotiations.</li> <li>21. The psychology of negotiation.</li> <li>22. Culture and negotiation.</li> </ol>

## Temeljna literatura in viri / Readings:

- Betetto, N., in drugi. (2011). Mediacija v teoriji in praksi: veliki priročnik o mediaciji. Ljubljana: Društvo mediatorjev Slovenije. (izbrana poglavja)
- Tavčar, R. (2007). Psihologija pogajanj. Kako doseči, kar želite, in ohraniti odnos. Ljubljana: Planet GV.
- Ury, W. (1991). Getting to Yes. Negotiating Agreement Without Giving In. London: Penguin books. (izbrana poglavja)
- Ury, W. (2008). The power of a positive no: How to say no & still get ot yes. London: Mobius. (izbrana poglavja)
- Ury, W. (1992). Getting past no: Negotiating with difficult people. London: Random House Business Books. (izbrana poglavja)

## Cilji in kompetence:

Pri predmetu se zasledujejo naslednji cilji:

- razumevanje teoretičnega koncepta pogajanj kot metode upravljanja konfliktov in razreševanja sporov med uporabniki
- prepoznavanje uporabnosti različnih zvrsti in pogajalskih strategij
- temeljno poznavanje in vodenje pogajalskega procesa
- temeljno poznavanje vloge pogajalca in veščine dobrega pogajalca
- prepoznavanje napak in zastojev v pogajanjih ter načinov za njihovo preseganje.
- prepoznavanje in posledično razvijanje novih veščin pogajanj v lastnem življenju.

## Objectives and competences:

The subject pursue the following objectives:

- understanding the theoretical concept of the negotiations as a method of conflict management and resolution of disputes
- recognition of the usefulness of different negotiating strategies
- students will be able to manage the negotiating process
- recognition of errors and delays in negotiations and ways to overcome them
- identifying and developing new skills in his own life as a result of the negotiations.
- placing negotiation in context
- developing their negotiation skills set
- demonstrating how assumptions affect strategy, behaviours and outcomes in negotiation
- providing insight into and understanding of the neuroscience behind negotiation
- instilling good negotiation tactics / behaviours

creating awareness of the importance of negotiation planning and preparation

**Predvideni študijski rezultati:**

- Znanje in razumevanje:
- študent-ka pridobi osnovno znanje o konceptu, teoretičnih izhodiščih in temeljnih načelih pogajanj
- spozna, na katerih področjih se pogajanja lahko uporablja, in je sposoben prepoznati konkretne primere, kjer se lahko uporablja proces pogajanj
- spozna in razume ter zna uporabljati proces pogajanj, tako kot vodja pogajanj, kot tudi kot pogajalec
- študent-ka zna uporabiti pridobljena znanja in spretnosti pri neposrednem delu z uporabniki
- študent-ka osvoji vodenje pogajanj v enostavnih zadevah
- obvlada večino ohranjanja profesionalne in osebne avtonomije v medsebojnih odnosih.

**Intended learning outcomes:**

Students will:

- get basic knowledge about concept, theoretical perspectives and fundamental principles of the negotiations
- be able to identify specific cases where it can be negotiation process used
- be familiar with the process of the negotiations, as well as the leader of the negotiations, as well as the negotiator
- be able to use acquired knowledge and skills in direct work with users
- conduct negotiations to win in simple matters
- master the skill of maintaining professional and personal autonomy in the relations.

**Metode poučevanja in učenja:****Oblike dela:**

- Frontalna oblika poučevanja
- Delo v manjših skupinah oz. v dvojicah
- Samostojno delo študentov
- e-učenje
- drugo (vpišite):
- snemanje s kamero in analiza

**Metode (načini) dela:**

- Razlaga

**Learning and teaching methods:****Types of learning/teaching:**

- Frontal teaching
- Work in smaller groups or pair work
- Independent students work
- e-learning
- other:
- videotaping a process of mediation, analysis of a process

**Teaching methods:**

- Explanation

<input checked="" type="checkbox"/> Razgovor/ diskusija/debata
<input type="checkbox"/> Delo z besedilom
<input checked="" type="checkbox"/> Proučevanje primera
<input checked="" type="checkbox"/> Igra vlog
<input checked="" type="checkbox"/> Druge vrste nastopov študentov
<input type="checkbox"/> Reševanje nalog
<input type="checkbox"/> Študijski obiski podjetij ipd.)
<input type="checkbox"/> Vključevanje gostov iz prakse
<input type="checkbox"/> Udeležba na okrogli mizi, na konferenci

<input checked="" type="checkbox"/> Conversation/discussion/debate
<input type="checkbox"/> Work with texts
<input checked="" type="checkbox"/> Case studies
<input checked="" type="checkbox"/> Role-play
<input checked="" type="checkbox"/> Different presentation
<input type="checkbox"/> Solving exercises
<input type="checkbox"/> Field work (e.g. company visits)
<input type="checkbox"/> Inviting guests from companies
<input type="checkbox"/> Attending round table and conference

Delež (v %) /

**Načini ocenjevanja:**

Weight (in %) **Assessment:**

Način:		Type:
Pisni ali ustni izpit	<b>100%</b>	Written or oral exam

**Reference nosilca / Lecturer's references:**

Nana Weber je izredna profesorica za civilno in gospodarsko pravo na Evropski pravni fakulteti, predstojnica katedre za Alternativno reševanje sporov na Novi Univerzi, izredna profesorica za delovno pravo na MLC Fakulteti za management in pravo Ljubljana. Leta 2003 je diplomirala na Pravni fakulteti v Ljubljani. Tam je s podiplomskim študijem nadaljevala in leta 2010 magistrirala na področju civilnega in gospodarskega in leta 2013 doktorirala na področju civilnega prava. Leta 2010 je diplomirala še na Akademiji za glasbo (profesorica glasbe).

Poklicno pot v pravo je začela v sodstvu in na različnih stopnjah sodišč, nato je delala na državnem pravobranilstvu, v odvetniški pisarni in v kabinetu ministra za javno upravo. Leta 2016 je začela samostojno pot in do nedavnega delovala kot odvetnica. Sedaj vodi družbo Weber N., pravna svetovanja, analize in mediacije, d.o.o.

Izkušnje mediatorke v Mediacijskem centru Ljubljana, pri Odvetniški zbornici Slovenije in Ministrstvu za delo družino, socialne zadeve in enake možnosti ter izvajalke izvensodnega reševanja potrošniških sporov pri Ministrstvu za gospodarski razvoj in tehnologijo so botrovale odločitvi, da pomaga reševati spore na neformalen način v okviru lastnega podjetja.

Deluje kot mediatorka na Okrožnem sodišču v Ljubljani in Okrajnem sodišče v Kranju.

Je tudi članica državne izpitne komisije za pravniški državni izpit (področje civilnega materialnega in procesnega prava) in zborovodja Mešanega pevskega zbora Nove Univerze.

Na redni bazi piše strokovne in znanstvene članke iz različnih pravnih področij. Med drugim je ena od avtoric Družinskega zakonika (Uradni list, 2019), avtorica uvodnih pojasnil Družinskega zakonika (GV Založba, Lexpera, 2018), redaktorica in avtorica Družinskega zakonika (GV Založba, Lexpera, 2024) in avtorica zbirke Vprašanja in odgovori iz delovnega prava (GV Založba, Lexpera), v okviru katere so doslej izšle knjige Prenehanje pogodbe o zaposlitvi (2020), Ko delavca ni na delu (Dopust, regres in druge odsotnosti z dela (2021)) in Prejemki iz delovnega razmerja (2023). Je tudi avtorica uvodnih pojasnil k Zakonu o sodnih taksah (ZST-1); Odvetniška tarifa; Notarska tarifa: (neuradna prečiščena besedila) - Uradni list Republike Slovenije 2022, in avtorica Zakona o sodnih taksah (ZST-1) z uvodnimi pojasnili - Lexpera, GV založba, 2023.

\* \* \*

Nana Weber is associate professor for civil and corporate law at the European Faculty of Law New University, Chair of Alternative Dispute Resolution at Nova University, associate professor for labour law. She graduated from the University of Ljubljana Faculty of Law, in 2003. She continued her postgraduate course in the same University and received a Master's degree of Science in 2010 (Civil and Commercial Law), and Doctor's degree of Science in 2013 (Civil Law). In 2010 she graduated in Music Pedagogy at the Musical Arts in 2010 (Professor of Music).

Her professional legal career began at different levels of the court, then she worked at the State's Attorney Office, at lawyer and at Ministry of Public Administration. She went freelance in 2016 and until recently worked as a lawyer. She now runs Weber N., Legal Consulting, Analysis and Mediation, d.o.o.

Her experience as a mediator at the Ljubljana Mediation Centre, the Bar Association of Slovenia and the Ministry of Labour, Family, Social Affairs and Equal Opportunities, and as a provider of out-of-court dispute resolution for consumer disputes at the Ministry of Economic Development and Technology, led to her decision to help resolve disputes in an informal way within her own company.

She works as a mediator at the District Court in Ljubljana and the County Court in Kranj.

She is also a member of the State Examination Board for the State Lawyers' Examination (civil substantive and procedural law) and choirmaster of the mixed choir at New University.

On regular basis she writes professional and scientific articles. Among other things, she is one of the authors of the Family code (Uradni list 2019), the author of the introductory explanations of the Family Code (GV Založba, Lexpera, 2018), editor and author of the Family Code (GV Založba, Lexpera, 2024) and author of professional collection Labour Law Questions

and Answers (GV Založba, Lexpera), in which so books Termination of employment contract (2020), When the worker is not at work (Annual leave, payment for annual leave, and other absences from work) (2021)) and Employment Benefits (2023) were published. She is also the author of the Introductory Explanatory Notes to the Law on Court Fees (ZST-1); Lawyer's Tariff; Notary's Tariff: (Unofficial Consolidated Texts) - Official Gazette of the Republic of Slovenia 2022, and the author of the Law on Court Fees (ZST-1) with Introductory Explanatory Notes - Lexpera, GV založba, 2023.