

PROGRAM INFORMATION FOR ADULT TRAINING ACTIVITIES

| I. General description of the program | | |
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| I.1. | Name of the program, its own identification number | Advanced negotiations skills |
| I.2. | Number of hours in the program | 24 hours |
| I.3. | Name of the document obtained by the completion | Sertificate |
| I.4. | Mode of the evaluation | Peer-to-peer evaluation, two knowledge tests, pitch at the end of the course. Pass: 61-100%, fail 0-60% |
| I.5. | Type of exam defined by law | |
| I.6.1 | Extent of absence allowed | 25 % |
| I.6.2 | Consequences for the person taking part in the program if the permissible absence is exceeded | 6 hours |
| I.7. | Consequences of breach of contract by the participant and the adult educator | <p>The participant may be excluded from the program.</p> <p>Failure to comply with the adult education contract will be interpreted by the parties as a breach of contract. In the event of a breach of contract, there is a single (written) notice from both parties. If the called party still does not perform after the notice, the other party may terminate the contract immediately.</p> <p>In the event of a legitimate complaint from a participant, they may recover a proportionate part of the training fee (if they are liable to pay); in the case of a legitimate complaint from an adult educator, it may oblige the participant in the training to reimburse a proportionate part of the training fee (if the participant is obliged to pay).</p> <p>In case of excess of the allowable absence the adult trainer shall act in accordance with the regulation specified in I.6.2.</p> |

| II. Description of the program | | | | | |
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| II.1. | Place(s) of program | | | | |
| II.2. | First day of the program | | 2023 year | 11 month 09 day | |
| II.3. | Estimated date of ending the program | | 2023 year | 11 month 24 day | |
| Scheduling the progress of the training broken down into curriculum units ¹ | | | | | |
| II.4. | Curriculum unit of the program | | Number of hours | Duration (start - end) | Scheduling |
| | Name of the program | Mode of study | | | |
| | Introduction to Influencing and business negotiations Planning the negotiation process: The setting, development of offers, anchors, and influence. Techniques: the art of listening, sequencing, mapping the other side, preparing objectives, constraints, alternatives | contact hours, lectures and seminar | 6 | 09.11.2023-24.11-2023 | 6 x 45 minutes |
| | Psychological foundations: Cognitive errors, biases and perceptions. Dealing with difficult people Communication and leadership skills. Role-Play 1, Peer-to-peer feedback, Quiz 1 | contact hours, lectures and seminar | 6 | 09.11.2023-24.11-2023 | 6 x 45 minutes |
| | Challenges of group and multi-party negotiations. Negotiation techniques, preparing your arguments and preparing the audience. Cross-cultural communication and negotiation strategy. Role-Play 2 , Peer-to-peer feedback, Quiz 2 | contact hours, lectures and seminar | 6 | 09.11.2023-24.11-2023 | 6 x 45 minutes |
| Creating win-win situations Methods of concluding negotiations | contact hours, lectures and seminar | 6 | 09.11.2023-24.11-2023 | 6 x 45 minutes | |

¹ Not relevant for closed electronic distance learning.

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| | Simulation Peer-to-peer feedback | | | | |
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| II.5. | The training fee, taking into account the crediting of prior knowledge and the timing of the payment of the training fee in proportion to the completion of the training. | | | | |
| II.6.1 | full amount | | | | 336 000 Ft |
| II.6.2 | exam fee ² | | | | 0 Ft |
| II.6.3 | resit fee | | | | 0 Ft |
| II.6.4 | scheduling of the payment | The participant or cost bearer pays a lump sum until the start of the training. | | | |
| II.7. | The training is provided (in part or in full) at the expense of budgetary or EU funds. | <input checked="" type="checkbox"/> no <input type="checkbox"/> yes ³ fact of the contribution, name: the amount of the contribution: | | | Ft |
| II.8. | Mode of application | online on the website of the institution | | | |

² If the training is accompanied by an examination as defined by law and the adult educator is entitled to organize the examination.

³ Such internal training or program organized on the basis of legislation, which is funded in part or entirely from the budget support provided to the state budget or from the European Union.