

**City University of Hong Kong
Course Syllabus**

**offered by College of Business
with effect from Semester A 2017/18**

Part I Course Overview

Course Title:	Communication and Negotiation
Course Code:	FB6771
Course Duration:	5 days
Credit Units:	3
Level:	P6
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites: <i>(Course Code and Title)</i>	Nil
Precursors: <i>(Course Code and Title)</i>	Nil
Equivalent Courses: <i>(Course Code and Title)</i>	Nil
Exclusive Courses: <i>(Course Code and Title)</i>	Nil

Part II Course Details

1. Abstract

This course aims to provide a communication and negotiation training programme for students to learn how to create influence to over any audience and engage in high-productivity relationships and critical to business success.

Students will have the opportunity to visit and interact with senior executives of a broad range of successful businesses, corporations, and organizations in a selected location typically outside Hong Kong. They will be exposed to different national environments, advantages/disadvantages and problems/opportunities associated with various forms of international operations, and management strategies of global organizations.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Explain and understand the power of communication and negotiation	33%	✓	✓	
2.	Apply skills learned in role play, small group coaching practice	34%	✓	✓	✓
3.	Demonstrate good communication, interpersonal skills, the attitude and ability in face-to-face encounters with staff and executives of successful businesses, corporations and organizations	33%	✓	✓	✓
		100%			

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.			Hours/week (if applicable)
		1	2	3	
1	Seminars	✓	✓		
2	In-class discussions, presentation and exercises		✓		
3	Company visits			✓	

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.			Weighting	Remarks
	1	2	3		
Continuous Assessment: 100%					
1. In-class discussion and exercises	✓	✓	✓		Assessed on a Pass/Pail basis
2. Written Report	✓				
3. Presentation	✓	✓	✓		
Examination: ____% (duration: _____, if applicable)					

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Pass	Fail (F)
1. In-class discussion and exercises	Active participation	<ul style="list-style-type: none">• Listening attentively in all sessions• Actively participate in all discussions and exercises	<ul style="list-style-type: none">• Rarely participate or does not participate for class discussion or exercises
2. Written report	Ability to demonstrate integrated learning in the report	<ul style="list-style-type: none">• Demonstrate excellent ability to fully integrate learning in the report	<ul style="list-style-type: none">• Not able to demonstrate learning from the course in the report
3. Presentation	Ability to integrate communication in the presentation	<ul style="list-style-type: none">• Demonstrates a cogent ability to integrate communication skills so that ideas are communicated in the most cost-effective way.	<ul style="list-style-type: none">• None of the ideas are communicated accurately using one or more communication channels.

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

Introduction & Global Leadership Competencies, Achieving Outstanding Leadership Through Deliberate Practice, Storytelling in Corporate Environment, Interpersonal Dynamics, Leadership Presence, Leading Through Rapport, Negotiation Strategies in a Global Context, Innovative Approaches to Creating Value Through Negotiations, Developing Long Term Partnerships Through Effective Negotiations, Constructive Conflict in Global Relations, Building Positive Cross Cultural Relationships

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1.	Nil
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2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1.	Nil
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