

## Module Information

2022.01, Approved

### Summary Information

Module Code	4505ICBTQS
Formal Module Title	Professional Communication and Negotiation Skills
Owning School	Civil Engineering and Built Environment
Career	Undergraduate
Credits	15
Academic level	FHEQ Level 4
Grading Schema	40

### Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

### Partner Teaching Institution

Institution Name
International College of Business and Technology

### Learning Methods

Learning Method Type	Hours
Lecture	45

### Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-PAR	PAR	September	12 Weeks

### Aims and Outcomes

Aims	Aim(s) of the module is to reinforce professional communication skills and to introduce diplomatic approaches of negotiation to deal with various parties to the construction contract in different stages of the project.
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**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Identify and demonstrate various method & tools of professional communication with parties to the contract in different phases of the project
MLO2	2	Demonstrate an understanding and asses requirement of negotiation skills & effective approaches of negotiation with parties to the contract in different phases of the project as a quantity surveying professional
MLO3	3	Analyse diplomatic strategies of negotiation with parties to the contract in different phases of a construction contract

### Module Content

Outline Syllabus	Oral communication skills: Addressing meetings, evaluation meetings, public speaking & seminars Listening skills Written & graphical communication Report writing Dealing with project stakeholders Establishing communication with client's team Skill requirement for negotiations Preparing for negotiations Performing the negotiation Negotiation before the contract formation Negotiation during the contract Negotiation strategies: Tactics, Counter tactics & Non-Verbal tactics Multi sided negotiation Price competition and negotiations Negotiation for contractual discrepancies
Module Overview	
Additional Information	

### Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Report	Coursework	30	0	MLO1, MLO2, MLO3
Exam	Examination	70	2	MLO1, MLO2, MLO3

### Module Contacts

#### Module Leader

Contact Name	Applies to all offerings	Offerings
Alison Cotgrave	Yes	N/A

#### Partner Module Team

Contact Name	Applies to all offerings	Offerings
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