

Communication and Negotiation Skills

Module Information

2022.01, Approved

Summary Information

Module Code	5501ICPDQS
Formal Module Title	Communication and Negotiation Skills
Owning School	Civil Engineering and Built Environment
Career	Undergraduate
Credits	15
Academic level	FHEQ Level 5
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	15
Tutorial	30

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	Demonstrate various method & tools of professional verbal and written communication with parties to the contract in different phases of the project.
MLO2	2	Describe the ICT used in construction sector through, application of the Information Technology in visual and analytical manner.
MLO3	3	Demonstrate and assess requirement of negotiation skills & effective approaches of negotiation with parties to the contract in different phases of the project as a quantity surveying professional.
MLO4	4	Apply the professional communication and negotiation skills in a real life construction scenario along with the usage of Information Technology.

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	100	0	MLO1, MLO2, MLO3, MLO4

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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