

## Course form to fill in (2019-2020)

### Course title:

Practical Business Negotiaton Skills

### Staff responsible for the course:

Chavi CHEN

### Lecturers:

First Name + Name  
Chavi CHEN

## 1) COURSE PRESENTATION

### Aims:

Draw up a list of competencies and/or skills that the student should have acquired or improved at the end of the course.

You must fill in the field under the format "the student should be able to..." using action verbs such as define, realise, control... *(This description should not take more than ten lines)*

### **At the end of the course, the student should be able to:**

Identify negotiation strategies and apply the skills into practice  
Preparing negotiation

### Prerequisites:

You must not write courses' codes or names, but identify the preliminary skills as the knowledge or the know-how needed to efficiently follow this course.

Write it out in terms of knowledge and methodologies required to follow this course (this would help students from direct entry to position themselves). *(This description should not take more than five lines)*

N/A

### Course contents:

Here, an abstract of the course can be given or the different chapters of the course can be simply written down.

*(The description should not take more than ten lines)*

Negotiation strategies  
Negotiation planning and analysis  
Salary Negotiation  
Multi-party negotiation

## 2) WORKING LOAD

Here, you should allocate the effective working load of the course, including an estimation of the personal work required from the student.

TABLE 1

Course's types	Number of hours	Notes
<u>Effective presence</u>		
- <i>Magistral Course</i>	4	Lecture and discussion
- <i>Interactive Course</i>	11	Role play and games
- <i>Tutorials</i>		
- <i>Coaching</i>		
- <i>PBL Course</i>		
<u>Training from a distance</u>		
- <i>Video-conferences</i>		
- <i>Webinars</i>		
<u>Self-learning</u>		
- <i>Books 'readings</i>		
- <i>E-learning</i>		
- <i>Research</i>		
<u>Outdoors-training</u>		
- <i>In firms</i>		
- <i>Internship</i>		
<u>Personal work</u>		
- <i>Group Projects</i>		
- <i>Individual Projects</i>		
- <i>Personal work</i>	25	
<b>Total working time for the student</b>	<b>40</b>	

### 3) EDUCATIONAL METHODS

Tick here the different educational methods used:

- Coaching
- Case Study
- E-Learning and/or Self-learning
- Interactive courses
- Presentations
- Projects
- Research
- Seminars
- Tutorials
- Visits

### 4) ASSESSMENT

Sum up briefly the course assessment's mechanism (two or three lines) in order to introduce the assessment's table that you have to complete below (table n°2).

**You must also define clearly how feedback will be given to students (in accordance with the feedback policy).**

Individual engagement in lecture and discussion Group participation MCQ Written assignment
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List the assessment for each modality.

TABLE 2

Modality	Type of control	Length (h)	Number	Weighting (%)
<u>Continuous assessment</u>	Continuous assessment	4	4	20
	Mid-term exam			
	Participation	11		40
	Oral presentation			
	MCQ	1		15
<u>Final exam</u>	Oral final exam			
	Written final exam			
<u>Others</u>	Case study			
	Group Project			
	Individual Project			
	Written assignment	24		25
	Exercises			
<b>Total</b>				<b>100%</b>

### 5) RECOMMENDED READING

Name of books (*indicate only three or four must-read references*) / Name of reviews:

<b>Reference book (appellation reserved for books selected by the School and necessarily bought by all the students):</b>

<b>Class books :</b>
Practical Business Skills (2015) Baber, W.W. & Fletcher-Chen C.Y.C. Publisher: Routledge

<b>Reviews :</b>

### Internet Resources:

Please indicate here if you use the school intranet site to put on-line documents and/or if you advise the visit of web sites to students.

<b>Name of the Website</b>	<b>URL</b>
IESEG Online	