

Find Common Ground: Communication Techniques for Win-win Outcomes (vLearn Programme)

CONNECTION TECHNOLOGY 裝備未來
FUTURE SKILLS



This programme equips you with essential communication skills and strategies for **building consensus, resolving conflicts, and fostering productive relationships** in various professional settings.

Join now to acquire these crucial skills to foster positive business relations and drive mutual success!

Programme Code	10019157-05
Programme Duration	Around 53 minutes divided into several learning sessions (Valid for 1 Year)
Platform	HKPC Academy vLearn
Medium	Cantonese with English and Chinese subtitles
Course Fee	HK\$380
Certificate Award	A *Certificate of Accomplishment will be awarded to participants who have completed the course

*Only English version of Certificate of Accomplishment is provided

Learning Outcomes

Upon completion of this course, you will be able to:

- Apply fundamental elements of negotiation in project management
- Understand the BATNA negotiation framework
- Gain techniques for effective communication to reach a common goal
- Drive win-win situations to create positive outcomes

Course Outline

1. The Reason for Reaching Common Grounds

- What are the benefits of reaching common grounds and creating win-win situations?
- Definition of “common ground”

2. Fundamentals of Negotiation in Project Management

- Understanding the business reality
- Components to consider for negotiation
- Who are your stakeholders?

3. Let's Negotiate

- Define “Negotiation”
- Negotiate with ease
- BATNA
- Define your stakes

4. Communicate to Find Win-Win Outcomes

- Why “Cushions”?
- Dos and Don'ts of using cushion statements
- Communicate using cushion statements
- Applications of using cushion statements
- Examples

Trainer Profile – Kenny CHAN

Kenny CHAN has over 16 years of business development, marketing, media, education and management experience. He has been in leadership position for over 10 years leading teams of over 30 people. He specialises in communication, presentation, stress management and leadership with junior leaders, first time managers and millennials, understanding the needs and wants of their career and fitting them into corporate cultures.

Enrolment Method

1. Scan the QR code to complete the enrolment and payment online. OR
2. Mail the crossed cheque with payee name “Hong Kong Productivity Council” (in HK dollar) and the application form should be mailed to HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Mr Terence LUEN). Please indicate the course name and course code on the back of the cheque and envelope.

[Enrolment form can be downloaded at

<https://www.hkpcacademy.org/enrollment/>]



<http://u.hkpc.org/b8G>