Fall 9-1-2001

MBA 645.01: Communication for Business Success

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**Goal:** This course is designed to help you become an effective communicator in all types of business situations using diverse communications vehicles.

**Course Objective:** This course should help you:

1. Package information appropriately for the audience, the purpose and the occasion.
2. Identify ways to reduce conflict in business situations.
3. Use multiple communications strategies to appeal to different audiences.
4. Take calculated risks, maintaining flexibility in your thinking and creativity in your problem solving.

**Requirements:**

1. Business people must meet deadlines. That’s why all assignments are due when scheduled. In emergencies relating to health, please call and leave me a message. I may require proof of illness. If a paper is late for any reason other than health, I will dock the paper up to one letter grade per day late.

* Please leave a message, and I will return your call.

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* The School’s Mission Statement: The faculty and staff of the School of Business Administration at The University of Montana-Missoula are committed to excellence in innovative experiential learning and professional growth through research and service.*
2. This course should help you become a proactive communicator in your work environment. To help cultivate this habit, you will be evaluated on your contributions to class discussion and to group efforts.

Your final grade will be based upon the following.

1. Participation 15%
   a. class discussion
   b. group work

2. White Paper 15%
   Weekend team project 10%

3. Two case assignments 20%

4. Two page media report (written) 20%

5. Tests Objective Written 20%

TOTAL 100%

REQUIRED READINGS:

1. Wall Street Journal – Marketing Section: Front Page
2. Influence, Cialdini 4th Edition; Management Communications, O’Rourke
Communication for Business Success
MBA 645
Section 1: Tues. & Thurs. 12:40 – 2:00

Sept 4-6  
*Topic: The Individual Power of the Audience*
- Influencing how information is received
- Acquiring the “You” attitude
- Personal Branding

Sept 6  
*Business Application: Are you CEO Material?*

*Readings: Influence*
  - Chapter 1: Weapons of Influence
  - Chapter 2: Reciprocation

*Management Communications*
  - Chapter 1

*Exercise: Write out discussion questions #3 and #4 due Sept. 6*

Sept 7-9  
*Weekend Topic: The Mass Power of the Audience*
- Generational values: influence of shared experiences on communication strategies
- Recognizing referent group values and alignments
- Using Elements of Persuasion: Branding and the challenges of building brand equity

*Readings: Influence*
  - Chapter 3: Commitment and Consistency
  - Chapter 4: Social Proof

*Management Communications*
  - Chapter 2: Communication and Strategy
  - Chapter 3: Communication Ethics

*Exercise: Team project dealing with Branding challenges posed by questionable ethical behavior. For more complete schedule please read the welcome memo.*

Sept 11-13  
*Topic: Influencing Audience*

*Business Application: Building Relationships with clients and staff*
- Applying influence techniques
- Controlling tone setters (language pitfalls, listening suggestions, etc.)

*Readings: Influence*
Sept 13 Management Communications
Chapter 6: Scarcity
Chapter 6: Listening and Feedback

Due Sept 13 Exercise: Write two page White Paper suggesting how two influencing techniques might be used successfully in your office or by the UM School of Business in its recruitment of MBA students.

Sept 18-20 Topic: Conflict Communications

Business Application: Handling communications problems in the workplace, dealing with difficult people.

Readings: Management Communications
Chapter 7: Communicating Nonverbally
Chapter 9: Managing Conflict

Sept 20 Exercise: Research one problem to discuss from WSJ or your own work environment. Motivate class members to participate in discussing solutions based on research. Before class write out and email your answers to Case 9-1 P. 198-199.

Sept 25 Topic: Evaluation

Objective test over book, Influence; written two page evaluation to be faxed by Sept. 26. Fax Number: 406-243-2086
This written assignment should include

1. Obvious organization,
2. Audience appeal
3. Thorough development of ideas
4. Substantiated opinion based on readings in Management Communication, Influence or class discussion

You may consult with other class members before you write this paper.

Videotape viewing – Corporate Schmucks by Neil Baron.

Sept 27-Oct 2 Topic: Integrating Communications

Business Application: Creating Integrated Communication Strategies for

- Media Integration
- Internet
- Direct mail
Creating an integrated media plan for an announcement of a new program or other major change within your organization

**Readings:** *Management Communications*
Chapter 11: Dealing with the news media

Due by class time Oct. 7 in my office

**Assignment:** Two page media plan for your organization.
Create an announcement for Internet and media distribution that reflects the concept of continuity. Suggest in the plan how you could reinforce this continuity using other media.

**Please note**
1. All reading needs to be completed before class.
2. Before writing any assignment, consult Chapter 5.
3. In your professional life, *Management Communications* Chapter 4 on speaking is helpful. Also, you may wish to consult *Presentations for Dummies* for helpful suggestions.