


In view of the health context linked to the spread of the coronavirus, the methods of organisation and evaluation of the learning units could be adapted in different situations; these possible new methods have been - or will be - communicated by the teachers to the students.

3 credits	7.5 h + 7.5 h	Q2
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Teacher(s)	Carlier Charles ;
Language :	French
Place of the course	Charleroi
Main themes	<p>'Communication' part</p> <p>"Levels of learning</p> <p>"Presuppositions of communication</p> <p>"The communication process</p> <p>"Communication filters (reality is subjective and multiple)</p> <ul style="list-style-type: none"> • sensory • linguistic (the NLP meta model:Generalisations, distortions, omissions) <p>"Active listening (listening, specific questioning and rephrasing)</p> <p>"Non-verbal language</p> <ul style="list-style-type: none"> • Index computations • The Mehrabian model <p>"decoding</p> <p>"synchronisation</p> <p>"consistency</p> <p>"Human relationships or transactions</p> <ul style="list-style-type: none"> • The 3 Ego-states TA (Parent/Adult/Child) • The TA life positions (OK/OK) • The TA Drama Triangle (Victim / Persecutor / Rescuer) and the Winner's Triangle (Assertive, Caring, Vulnerable) <p>"The definition of objectives</p> <p>"Diagram depicting effective communication</p> <p>'Drafting technique' part</p> <p>"Role and tasks of the tax consultant</p> <p>"Research methods</p> <p>"Drafting and structuring written advice</p> <p>"Project management basics</p> <p>"Characteristics of the client/consultant relationship</p>
Aims	<p>On completion of this course, students will be able:</p> <p>1</p> <ul style="list-style-type: none"> • to actively communicate with the client in the context of a consultation • to interpret the client's unspoken and nonverbal communication • to draw up a written consultation on complex issues which is pertinent, documented and secure in terms of liability <p>----</p> <p><i>The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".</i></p>
Evaluation methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <p>Oral or written examination</p>

Teaching methods	<p>Due to the COVID-19 crisis, the information in this section is particularly likely to change.</p> <ul style="list-style-type: none"> • Theoretical references: Neurolinguistic programming, Transactional Analysis, the Palo Alto School • Role plays
Bibliography	<ul style="list-style-type: none"> • 'Selling Professional Services' ' Charles H. Green • " The Relationship is the Customer' ' Charles H. Green • ' Do you Really Want Relationship' ' David Maister • 'The Consultant Role' ' David Maister • 'The Trusted Advisor' ' David Maister
Faculty or entity in charge	CLSM

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Aims
Executive certificate in Accounting (Level 2)	EXCA9CE	5		
Master [120] in Management (shift Schedule 2)	FEHC2M	3		