

COMM 2001 ACCOUNT AND CLIENT MANAGEMENT

Credit Points 10

Legacy Code 101941

Coordinator Kristen Marshall ([https://directory.westernsydney.edu.au/search/name/Kristen Marshall/](https://directory.westernsydney.edu.au/search/name/Kristen%20Marshall/))

Description Effectively managing a client or an 'account' requires a special combination of skills. In this subject, you'll learn the basic principles of account management and how to nurture and foster an environment of trust, respect and partnership. Working on an applied project, you'll explore best practice in 'hard skills': understanding clients' objectives, developing a strategy, managing a project, preparing and holding effective meetings, writing WIPs (work in progress) and contact reports, and working toward specific financial/success metrics. Just as important to your success in client-facing roles are 'soft skills'. You'll learn how to be more proactive, overcome procrastination, manage 'challenging' personalities, develop a network, adapt to cross-cultural differences, and present well. Both hard and soft skills are critical to the success of your project, your role as client liaison, and importantly, your career.

School Humanities & Comm Arts

Discipline Communication And Media Studies

Student Contribution Band HECS Band 4 10cp

Check your HECS Band contribution amount via the Fees (https://www.westernsydney.edu.au/currentstudents/current_students/fees/) page.

Level Undergraduate Level 2 subject

Pre-requisite(s) -

Equivalent Subjects COMM 2044 - Writing for the Professions

Restrictions

Successful completion of 80 credit points in currently enrolled program.

Learning Outcomes

On successful completion of this subject, students should be able to:

1. Analyse and discuss liaison strategies and collaborative approaches taken with key stakeholders.
2. Articulate the impact of their role and actions on clients' financial returns.
3. Demonstrate flexibility, empathy and adaptability in a rapidly evolving work environment.
4. Apply the blend of skills and knowledge necessary to effectively manage client-based projects.

Subject Content

Through a weekly lecture and tutorial, students will become familiar with issues and approaches in client liaison, and different approaches to optimizing outcomes. Tutorials are largely concerned with role play, critical evaluations, and classroom discussion. The following are explored:

1. Proactive management of clients and other stakeholders
2. Understanding clients' business objectives, and the marketplace
3. Success metrics
4. Client presentations/meetings

5. Best practice communication with different stakeholder groups
6. Strategies in optimising relationships
7. Financial implications of actions

Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

Type	Length	Percent	Threshold	Individual/Group Task
Quiz	10 x 10 multiple choice questions	20	N	Individual
Professional Task	1,000 words	30	N	Individual
Applied Project	1,000 word document, 2 videos, group presentation 10 minutes	40	N	Group
Short Answer	5 questions	10	N	Individual

Prescribed Texts

- Solomon, R. (2008). The Art of Client Service. New York, USA: Kaplan Publishing.

Teaching Periods

Sydney City Campus - Term 1 (2022)

Sydney City

Day

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View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=COMM2001_22-SC1_SC_D#subjects)

Spring (2022)

Online

Online

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Parramatta - Victoria Rd

Day

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2nd Half (2022)

Sydney City

Day

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Sydney City Campus - Term 1 (2023)

Sydney City

On-site

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Vietnam Session 2 (2023)

Vietnam

On-site

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2nd Half (2023)

Sydney City

On-site

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Spring (2023)

Online

Online

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Parramatta - Victoria Rd

On-site

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Vietnam Session 3 (2023)

Vietnam

On-site

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