

Team B: HBT Short Co. - a subsidiary of HBT Inc.

Your colleagues in a sister subsidiary, HBT Rexis Co., have asked you to participate in the development and marketing of a new drug to treat arthritis.

#### You:

- · are experienced in this sector of the drug industry
- presently market Arpan, which has 25% of the domestic market and a growing export market
- would like to cooperate with Rexis, because you do not want to compete with them in the arthritis drug market
- · need to be flexible in negotiating with them
- do not believe a single Project Team is required. You think there should be one team in charge of the tests, based at Rexis, and one team in charge of marketing, based at Short
- think that \$500,000 is the absolute maximum that should be spent on developing the drug
- are sceptical about its market potential. You feel that it could simply take sales away
  from Arpan. The following memo was written following a meeting of your Product
  Development Executive:



# **HBT Short Co.: Internal Memo**

#### CONFIDENTIAL

Re. Arpan/New Rexis Anti-inflammatory drug

This Rexis product could be a threat to ARPAN.

Development should avoid high investment, especially by Short. Some commitment is acceptable, but ...

keep costs down!

**Product Development Executive** 

- think further tests will take at least three years before the U.S. Food and Drug Administration give approval
- would prefer that Short take responsibility for the trials and in exchange you will
  provide information about potential markets once the tests have been completed.

# File cards 20 to 33

I CARD

#### Staff consultation on leisure facilities in the workplace

The company has money to spend on improving facilities for staff. Among the options are:

- · a sports club with new gym and bar facilities
- · a crèche and after-school center for employees' children
- · a swimming pool and café area
- a bar / restaurant / library / Internet café for staff and families

Decide on priorities. Suggest a recommendation based on one of the above, or a combination of two.

fille CARD

# High turnover of staff in Daycare Center

Total employees:

300

170 women

45 are mothers with young children.

Company daycare facilities for children are used:

i. after school before end of working day (5 p.m.)

ii. school holidays.

Mothers unhappy because:

- very high turnover of staff in Center
- no continuity
- poor organization of Center.

HE CARD

#### Loss of car parking spaces

Because of a large expansion of office and production space, most staff car parking will soon disappear. How should the company distribute the 100 spaces that are left?

Note:

the company employs about 300 staff

about 28 staff are disabled

the company is located on bus and train routes

about 200 staff currently use car parking space at work

FILE CARD

#### Policy on contemporary artwork for reception area

The company has always supported contemporary art with regular purchasing and exhibition of paintings and sculpture. It now has quite a good collection of over 100 pieces. Only about a third of the collection is on display.

There are arguments about what to do with the collection and about the purchase and exhibition policy. Are there other more important priorities for the company?

Options:

- · Sell the work and stop buying art
- · Build a gallery to exhibit the work
- · Donate the work to the local City Art Gallery & Museum
- Stay as now, showing some work in the reception area, changing the works occasionally, but buying no more.

HE CARD

#### Sam Adela (Chair)

You have called a meeting of the Executive of Adel Passam Inc. to discuss the crisis surrounding the company. Prepare a brief agenda and short opening remarks. Refer to the Checklists in Unit 10 to remind you of your responsibilities as chair and some of the language you may need. You:

- · are the most heavily implicated in the scandal
- · are a friend of Cass
- are angry that the press allege that your late father, Mikel Adela, may have profited by up to \$1m from Cass's deal
- think API should sue the local papers for libel.

FILE CARD

## Jay Worthy (Legal Advisor to API)

You:

- · are worried that the accusations may be true but you cannot say this directly
- · think API should wait and see what happens next
- feel that the scandal really involved Cass and politicians but ...
- you cannot say this too loudly because Marta Lucas is married to the former leader of the Democratic People's Party.

**Note:** From a legal point of view, probably no individual has been libeled because no one has been named in the reports except Mikel Adela who is now dead and the dead cannot be libeled.

FIFE CARD

#### Marta Lucas (Director)

You

- have never heard of the scandal until very recently but your husband is deeply embarrassed
- believe your position with the company is compromised if your husband is found to be corrupt
- · think that if you resign, it will look like an admission of guilt
- · may decide that on the other hand, your relationship with your husband is compromised!
- believe the company should fight to protect its and your reputation.

ille Call

#### Anton Hassim (Director)

You:

- fear that the public will make direct connections based on Sam Adela's friendship with Cass and Marta Lucas's marriage to the leader of the Democratic People's Party
- think that even if Sam Adela did not benefit personally, if people think Mikel Adela was guilty, then the company is in deep trouble
- · think the company should wait, admit nothing and deny nothing
- think that to sue the papers for libel is risky and would cost a fortune.

ill 28

#### Pat Joyce (Director)

You:

- feel that the allegations must be completely false because you knew Mikel Adela for forty years as a completely honest man
- · believe that API never had any formal dealings with politics and politicians
- · think Marta Lucas's personal life is her own affair
- think the company should issue a statement denying the allegations, publish accounts from the period, etc.

14 chi

#### Berni Callam (Accountant)

You:

- · are new in Adel Passam Inc. and you are shocked by the scandal
- naturally hope that the accusations are false and that the affair only involves the Council and Cass
- feel that a thorough independent investigation of the accounts should clear the company's reputation
- want to avoid a legal battle
- fear that the public will always associate Cass with Adel Passam Inc. and with Mikel and Sam Adela
- · think that in time the damage will fade
- · think every company has its scandals.

alle date

#### Jan Lubitsch (Managing Director and Chair)

Introduce the background and the problem. Explain that the promotion has been oversubscribed (you forecasted 1,000 takers, and there are 5,000). You fear that the costs of meeting the extra 4,000 will be enormous. The problem is that Blue Balloon does not have the capacity and anyway is contracted only to provide 1,000 trips at \$125.

During the discussion, you want to establish what action should be taken. Decide on specific actions that must be done after the meeting.

CILL CARD

#### Andrew / Andrea Eastman (Marketing Director)

You feel ultimately responsible because you decided to run the promotion. You insured Sola against oversubscription but only up to 1,000 extra trips, not 4,000. You took advice from an advertising agency, Promo World. You feel they gave you wrong advice and Sola should seek compensation from them.

HIL CARD

#### Fred / Freda Cavani (Director)

You think Sola were wrongly advised and should receive compensation from the advertising agency, Promo World, who advised Sola on the promotion. You want to know what the legal position is on getting compensation.

CILE CARD

## Eric/Erica Whitehead (Director)

3

You think Blue Balloon should arrange more balloon trips at a cheaper price than \$125, or that other companies could be approached to help out. You are concerned about the bad publicity surrounding the promotion. You think Promo World should explain why they thought insurance for only 1,000 extra trips would be enough. However, you also think the situation cannot be so serious, as clearly many hundreds of people stayed in your hotels and may return for a second visit – so perhaps it has been a good promotion after all. You imagine that Promo World will say that, anyway.

# For Judith, Ruth and Neil with love from Dad.

# Acknowledgements

The author is grateful to Pamela Rogerson-Revell for help at the beginning and to colleagues and friends at York Associates for ideas, resources and piloting the material. Thanks to colleagues and friends in the School of Management, Community and Communication at York St John College. Thanks are due to colleagues at Cambridge University Press, including Peter Donovan and Sarah Almy, and to James Dale, who suggested many improvements and prepared the manuscript for production. Thanks also to Chris Hartley for help in editing the Second Edition. Special thanks go to Will Capel, who provided unstinting support, essential advice and encouragement.

The authors and publishers would like to thank the following institutions and teachers for their help in piloting and commenting on the material and for the invaluable feedback which they provided.

Mary Crowe, Insearch Language Centre, Sydney, Australia. Keith Hanna, Stuttgart, Germany. Carol Herrmann, Sindelfingen, Germany. Andy Cresswell, The British Institute of Florence, Italy. Mark Baker, International House, La Spezia, Italy. Teresa Yolanda Mustion de Garcia, University of Guadalajara, Mexico.

The authors and publishers are grateful to the following copyright owners for permission to reproduce copyright material. Every endeavour has been made to contact copyright owners and apologies are expressed for any omissions.

pp. 6 and 7: From *Managing Cultural Differences, Fifth Edition*, by Philip R. Harris and Robert T. Moran. Copyright © 2000 by Gulf Publishing Company, Houston, Texas. Used with permission. All rights reserved.

p. 14: From *Riding the Waves of Culture: Understanding Cultural Diversity in Business* by Fons Trompenaars and Charles Hampden-Turner. Published by Nicholas Brealey Publishing, London, 1997.

p. 35: Bovee, Courtland L., Thill, John V., Business Communication Today, Fifth Edition, © 1998 by permission of Pearson Education, Inc., Upper Saddle River, NJ.

pp. 45 and 46: From Faxes, phones and foreigners by kind permission of British Telecommunications plc.

p. 56: Luis E. Lamela, February 11, 1997 From *Business and Administrative Communication* by Kitty Locker, Irwin McGraw-Hill, 1998. p. 59 Christopher Flavin, Slowing Global Warming: A Worldwide Strategy (Washington, D.C.) reproduced in *Global Warming: A Reference Handbook* by David E. Newton, ABC-CLIO Santa Barbara, CA (1993).

pp. 66 and 104: From The Handbook of Communication Skills by Bernice Hurst. London: Kogan Page, 1991.

pp. 97 and 133: From The Gower Handbook of Management. London: Gower Publishing Ltd., 1988.

p. 97: © Milo O. Frank 1989. Extracted from *How to Run a Successful Meeting in Half the Time* published by Corgi, a division of Transworld Publishers Ltd.

pp. 116 and 121: From Effective Meeting Skills by Marion Haynes. London: Kogan Page, 1988.

pp. 68, 69, 70, 158 and 166: © Greenpeace Communications Ltd. 1990. Reprinted from Global Warming:

The Greenpeace Report edited by Jeremy Leggett (1990) by permission of Oxford University Press.

p. 144: Adapted from The Pocket Negotiator published by Gottschalk Hartley-Brewer (1989).

pp. 158 and 166: Source: Social Trends 1992. Office for National Statistics. Crown Copyright 1992. Reproduced by permission of the Controller of HMSO and of the Office for National Statistics.

#### The authors and publishers are grateful to the following illustrators and photographic sources:

#### Illustrators:

p. 29 Paul Dickinson; p. 55 Clive Goodyer; pp. 49, 54, 55, 65, 75, 89, 110, 124 and 126 Edward McLachlan; pp. 18, 19, 23, 41, 48, 51, 70, 93, 101, 128, 141 and 149 Oxford Designers & Illustrators.

#### Photographers/Photographic sources:

p. 106 Ace Photo Agency; p. 8b Will Capel; p. 88l Corbis/B. Varie, p. 118tr Corbis/D. Slone, p. 88r Corbis/J. Feingersh, p. 128 Corbis/L. Lefkowitz, p. 8m Corbis/R. Ressmeyer, p. 124 Corbis/W. Hodges; p. 15tl Imagebank/Chabruken, p. 11r Imagebank/D. Paul Productions, Imagebank/Farmhouse Productions, p. 113 Imagebank/J. Pumfre, p. 118b Imagebank/Jeff Cadge, p. 96 Imagebank/L. D. Gordon, p. 41 Imagebank/Real Life, p. 8t Imagestate/Pictor, p. 11mb Imagestate/Pictor, p. 106ml Imagestate/Pictor, p. 118t Imagestate/Pictor; p. 11 l L. Hunter/J. Dale; p. 106br Network/Barry Lewis, p. 106tr Network/HerveGloaguen/Rapho, p. 38 Network/W Kunz/Bilderberg; p. 89 Powerstock/Superstock, p. 123 Powerstock/Superstock, p. 10a Powerstock/J. Gageler; p. 78 Science Photo Library/Prof. Stewart Lowther; p. 19 Stone/B Ayres, p. 25t Stone/B. Thomas, p. 25b Stone/J. Darell, p. 118bl Stone/J. Gray, p. 47l Stone/J. Polillio, p. 97m Stone/K. Fisher, p. 132 Stone/N. Farrin, p. 15tr Stone/P. Correz, p. 47r Stone/R. Roth, p. 119 Stone/R. Rusing, p. 15br Stone/S. Grandadam, p. 97l Stone/S. Peters; p. 97r Taxi /J. Cummins, p. 55 Taxi/B & M Productions, p. 23 Taxi/Ffoto Frictions, p. 25tr Taxi/M. Goldman, p. 25bl Taxi/M. Malyszko, p. 54 Taxi/R. Brimson, p. 15bl Taxi/S. Simpson, p. 11tm Taxi/V.C.L.

(l = left, r = right, t = top, b = bottom)

Picture research by Mark Ruffle.

Designed and produced by Kamae Design, Oxford