科目ナンバリング U-				LAS51 10040 LE48													
授業科目 <英訳>	名 E	Communication Skills for Professionals- E3 Communication Skills for Professionals-E3								/(二)	農学研究科 農学研究科				特別招へい 准教授 Edirisinghe Jayalath AG Hemasiri 教授 藤原 正幸		
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旧群		ì	単位数	2単位		時間数	30日	 措 授		授美	業形態 講義		講義	(対面授業科目)		·目)	
開講年度・ 開講期	_{F度} ・ 2025・ 前期集中			曜時限 集中					配当学年		全回生			対象学生		全学向	
[授業の概要・日的]																	

Course Description: This course focuses on developing essential communication skills for success in professional settings. Through interactive lectures, practical exercises, and real-world case studies, students will learn how to communicate effectively in diverse contexts, including interpersonal communication, public speaking, written communication, and digital communication. Emphasis will be placed on building clarity, confidence, and rapport in professional interactions.

[到達目標]

The "Communication Skills for Professionals" course focuses on equipping students with essential communication competencies vital for success in professional environments. Through a blend of theory and practice, students will learn to effectively navigate various communication channels including interpersonal, public speaking, written correspondence, and digital platforms. By course completion, students will have developed enhanced clarity, confidence, and rapport in their professional communication endeavors, fostering skills in active listening, assertiveness, conflict resolution, presentation, written communication, digital etiquette, and cross-cultural sensitivity. Through interactive lectures, practical exercises, and real-world case studies, the course aims to empower students to communicate effectively, build strong professional relationships, and achieve organizational goals with professionalism and precision.

[授業計画と内容]

Course Outline:

Sessions 1-2:. Introduction to Professional Communication

- Definition and importance of effective communication in professional settings
- Overview of communication models and theories
- Understanding the role of communication in building relationships and achieving organizational goals

Sessions 3-4: Interpersonal Communication Skills

- Active listening techniques for understanding and empathizing with others
- Assertiveness training for expressing thoughts, opinions, and needs clearly and respectfully
- Conflict resolution strategies for managing disagreements and fostering collaboration

Sessions 5-6: Public Speaking and Presentation Skills

- Planning and structuring effective presentations for diverse audiences
- Techniques for overcoming public speaking anxiety and building confidence
- Delivery skills, including voice projection, body language, and use of visual aids

Sessions 7-8: Written Communication in the Workplace

- Principles of professional writing, including clarity, conciseness, and correctness
- Formatting and structuring common workplace documents (e.g., emails, memos, reports)
- Editing and proofreading strategies for improving written communication quality

Sessions 9-10: Digital Communication and Professional Branding

Etiquette guidelines for email communication, social media, and online networking

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Communication Skills for Professionals-E3(2)

- Strategies for managing online reputation and building a professional brand
- Using digital tools and platforms to enhance collaboration, productivity, and communication efficiency

Sessions 11-12: Cross-Cultural Communication and Diversity Awareness

- Recognizing and respecting cultural differences in communication styles and norms
- Strategies for effective communication in diverse and multicultural workplaces
- Promoting inclusivity and diversity awareness through communication practices

Sessions 13-14Communication for Leadership and Teamwork

- The role of communication in motivating, guiding, and influencing teams
- Giving and receiving constructive feedback effectively
- Leading difficult conversations with clarity and empathy
- Building trust, alignment, and accountability through communication
- Facilitating collaborative decision-making and goal setting in teams

Session 15: Feedback and evaluations

[履修要件]

Basic ability in English language, fair knowledge on computer literacy

[成績評価の方法・観点]

i) Continuos inclass activities (speaking improptu, prepared speeches)[20%], ii) Games related to communication including listening skills, expression on ideas,[20%] Activities on Non-verbal communication skills, Group work on communication games [20%] and end semester examniation [40%]

[教科書]

Carmine Gallo Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds (St. Martin's Press) ISBN:9781250041128

Dale Carnegie How to Win Friends and Influence People (Veridian Digital Press) ISBN:978-0671027032

Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler Crucial Conversations: Tools for Talking When Stakes Are High (McGraw-Hill) ISBN:9780071771320

[参考書等]

(参考書)

Marty Brounstein Communicating Effectively for Dummies (For Dummies) ISBN:0764553194
Stephen E. Lucas The Art of Public Speaking (McGraw-Hill Education) ISBN:0073406732
Steven A. Beebe, Susan J. Beebe, and Diana K. Ivy Communication: Principles for a Lifetime (Pearson) ISBN:9781292352015

(関連URL)

https://hbr.org/

https://www.amanet.org/ https://www.mindtools.com/ https://www.toastmasters.org/

[授業外学修(予習・復習)等]

Watch videos such as World champion of public speaking in Toastmasters international, TED talks, Practice communication skills basd on websites such as TED, Toastmasters etc. and record speeches and bring to class for evaluation, Online courses such as Udemy, Coursera (I can specify later)

Communication Skills for Professionals-E3(3)	 	
 [その他(オフィスアワー等)]	 	
[主要授業科目(学部・学科名)]		