

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 13-14: Communication 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) Continuous in-class activities (speaking impromptu, 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 examination [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 based 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)

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【その他（オフィスアワー等）】

【主要授業科目（学部・学科名）】