

ADVANCE Ministry Preparation

Sponsored by Gateway Seminary



The Chinese Baptist School of Church Leadership

華人浸信會教會領袖學院

CLP 3440 Effective Communication

CLP 3440 有效溝通

Cantonese/Mandarin

粵語/華語

3 Credit Hours

3 學分

12-week online course

12 周在線課程

About 4 hours of recorded video lectures and online interaction each week

每周約 4 小時的講座視頻和在線互動

Choice of Cantonese or Mandarin Video Lectures

自選粵語或華語視頻講座

Assignments may be submitted in Chinese or English

作業可以中文或英文提交

COURSE DESCRIPTION

課程簡介

An introduction to effective communication for ministry and leadership. This course will cover understanding the art of communication along with engagement and practice implementing important skills to improve conversations. Improved communication benefits ministry health and effectiveness in the Gospel.

介紹事工和領導的有效溝通。本課程將涵蓋理解溝通的藝術以及參與和練習實施重要技能以改善對話。改善溝通有利於事工的健康和福音的有效性。

COURSE OBJECTIVES

課程目的

Upon successful completion of this course, the student should:

1. Be familiar with the biblical foundations of communication.
2. Understand how communication can affect ministry and leadership.
3. Understand important methods and skills for effective communication.
4. Improve in ability to foster healthy, productive conversations.
5. Be able to use the skills learned in their daily habits of communication.
6. Improve their ability to communicate the Gospel with greater effectiveness.

These objectives will be measured by class discussion, written exams, and practice, and writing.

成功完成本課程後，學生應該：

1. 熟悉溝通的聖經基礎。
2. 了解溝通如何影響事工和領導。
3. 了解有效溝通的重要方法和技巧。
4. 提高促進健康、富有成效的對話能力。
5. 能夠將學到的技巧運用到日常的交流習慣中。
6. 提高他們更有效地傳播福音的能力。

這些目標將通過課堂討論、筆試、實踐和寫作來衡量。

REQUIRED TEXTBOOK 必備課本

Haynes, Warren. *How to Communicate On Purpose: 12 Skills Christians Need to Make Conversations Matter*. Warren Haynes, 2021.

Haynes, Warren. *How to Communicate On Purpose: Workbook*. Warren Haynes, 2021.

(Partial Chinese translations of the textbooks will be provided to help students.)

GRADING 評分

Over the course of the semester, the following evaluation exercises will be used to determine the level of mastery of course content achieved by each class participant:

- **Class attendance and participation (10%):** Class attendance and participation are critical to the learning process. Students should attend and properly prepare for every class meeting.
- *It will be important for this course to include student practice of each skill in class every week.*
- **Reading Assignments (15%):** Students will read Haynes [along with any additional selected readings].
- **Weekly quizzes (15%):** A quiz will be given at the beginning of each class. Quizzes will focus on material introduced in the previous week. The two lowest quiz grades will be dropped.

- **Workbook (20%):** Students will work on and complete the exercises in the Workbook companion to *Communicate on Purpose*. These will be due and discussed each week for the previous chapter.
- **Communication Practice (20%):** Students will practice using the skills outlined in *Haynes* and the course. Students will have 3 intentional communication encounters: one will be with someone in a superior position; one will be with a peer; and one will be with a supervisee or adolescent. These conversations will be summarized and analyzed into 1 page for each. Include observations about skills that came easily or were difficult, as well as ways to improve.
- **Final Exam (20%):** The final exam will be comprehensive, focusing on the material from *Haynes* and class lectures throughout the semester.

在整個學期中，將使用以下評估練習來確定每個班級參與者對課程內容的掌握程度：

- 課堂出勤率和參與 (10%)：課堂出勤和參與對學習過程至關重要，學生應出席並妥善準備每次班會。對於本課程來說，讓學生每週在課堂上練習每項技能非常重要。
- 閱讀作業 (15%)：學生將閱讀海恩斯 [以及任何其他選定的閱讀材料]。
- 每週測驗 (15%)：每節課開始時都會進行測驗。測驗將集中在前一週的講座和閱讀上。兩個最低的測驗成績將被刪除。
- 工作簿 (20%)：學生將學習並完成《有目的地溝通》工作簿的練習。這些將在上一章每周到期並進行討論。
- 溝通實踐 (20%)：學生將練習使用海恩斯 Haynes 和課程中概述的技能。學生將有 3 次有意的交流遭遇：一次是與處於上級地位的人；一個人會和一個同伴在一起；一個將與被監督者或青少年在一起。這些對話將被總結和分析為每個 1 頁。包括對容易獲得或困難的技能的觀察，以及改進的方法。
- 期末考試 (20%)：期末考試將是一次綜合考試，側重於海恩斯 Haynes 的材料以及整個學期的課堂講授。

GRADING SCALE

評分等級

	A	A-
	94-100	90-93
B+	B	B-
87-89	84-86	80-83
C+	C	C-
77-79	74-76	70-73
D+	D	D-
67-69	64-66	60-63
	F	
	0-59	

LECTURES AND ASSIGNMENTS

講座與作業

This course will span 3 weeks. Students set aside 12 hours for themselves each week to watch recorded lectures and participate in online exercises. There will be weekly open-book quizzes as well as open-book midterm and final examinations. There will be 3 hours of Zoom meetings per week.

本課程為期 3 星期，學員需要每週自選方便的最多 12 小時觀看預先錄影的講座視頻和參與在線互動、參與開卷的在線測驗、期中考試及期末考試。每週將有 3 小時的 Zoom 會議。

Week 周	Lecture 講座	Reading 閱讀	Assignment 作業
1	Introduction to Course The value of effective communication in ministry Communication in the Bible 課程簡介 事工中有效溝通的價值 聖經中的溝通 Processing Skills: Increase Capacity 加工技巧：增加產能	Haynes: Introduction 海恩斯：簡介 Haynes: Part 1, chapter 1 海恩斯：第1部分第1章	Haynes: Part 1, Chapter 1 提交第1部分，1章 閱讀報告
2	Processing Skills: Close the Loop 加工技巧：閉環 Processing Skills: Focus and Energy 加工技巧：專注和精力	Haynes: chapter 2 海恩斯：第2章 Haynes: chapter 3 海恩斯：第3章	Haynes: chapter 2 Workbook Chapter 1 提交2章閱讀報告 提交工作簿1章 Haynes: chapter 3 Workbook Chapter 2 提交3章閱讀報告 提交工作簿2章
3	Processing Skills: Authentic Alignment 加工技巧：真實的排列組合 Processing Skills: Divine Convergence 加工技巧：神聖的彙合	Haynes: chapter 4 海恩斯：第4章 Haynes: chapter 5 海恩斯：第5章	Haynes: chapter 4 Workbook Chapter 3 提交4章閱讀報告 提交工作簿3章 Haynes: chapter 5 Workbook Chapter 4 提交5章閱讀報告 提交工作簿4章
4	Processing Skills: Capture Insights 加工技巧：捕捉洞察力	Haynes: chapter 6 海恩斯：第6章	Haynes: chapter 6 Workbook Chapter 5 提交6章閱讀報告

			提交工作簿5章
5	Expressing Skills: Create Connection 表達技巧：創建連接	Haynes: Part 2, chapter 7 海恩斯：第2部分 第2章	Haynes: Part 2, chapter 7 Workbook Chapter 6 提交第2部分，7章 閱讀報告 提交工作簿6章
6	Expressing Skills: Learn to Dance 表達技巧：學習舞蹈	Haynes: chapter 8 海恩斯：第8章	Haynes: chapter 8 Workbook Chapter 7 提交8章閱讀報告 提交工作簿7章
7	Expressing Skills: The Rising Tide 表達技巧：崛起的潮水	Haynes: chapter 9 海恩斯：第9章	Haynes: chapter 9 Workbook Chapter 8 提交9章閱讀報告 提交工作簿8章
8	Expressing Skills: Pressure Tested 表達技巧：壓力測試	Haynes: chapter 10 海恩斯：第10章	Haynes: chapter 10 Workbook Chapter 9 提交10章閱讀報告 提交工作簿9章
9	Expressing Skills: Walk in Agreement 表達技巧：走進協議	Haynes: chapter 11 海恩斯：第11章	Haynes: chapter 11 Workbook Chapter 10 提交11章閱讀報告 提交工作簿10章
10	Expressing Skills: Prevailing Logic 表達技巧：普遍的邏輯	Haynes: chapter 12 海恩斯：第12章	Haynes: chapter 12 Workbook Chapter 11 提交12章閱讀報告 提交工作簿11章
11	Expressing Skills: Prevailing Logic 表達技巧：普遍的邏輯	Haynes: chapter 12 海恩斯：第12章	Workbook Chapter 12 提交工作簿12章 Communication Practice 溝通實踐到期
12	Conclusion Reflection and practice Review for Final 結論 反思與實踐	Haynes: Conclusion 海恩斯：結論	Haynes: Conclusion 提交結論閱讀報告

	期考複習	
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