

朝陽科技大學 092學年度第1學期教學大綱
Inner communication 公司內部溝通

當期課號	7205	Course Number	7205
授課教師	張鐵軍	Instructor	CHANG,TIEH CHUN
中文課名	公司內部溝通	Course Name	Inner communication
開課單位	應用外語系碩士班一A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	本課程是使學生了解公司內部溝通可以讓組織運作順暢，組織的層級可以減少，可以促進人際關係、提昇企業的績效。	Objectives	The goals of the course is to help the students in understanding that an organization is a good way to make the operation more smoothly; it could also reduce the position level in the organization, improve the relationship and upgrade the effect to the organization.
教材	本課程採「互動式教學法」，即學生就課程中之研習內容進行預習後於課堂中討論，之後教師將就課程中之重要理論與觀點做說明與案例討論，並就特定之主題請上課同學抒發己見，因此課前預習極為必要。此外，依據專家研究指出，出席率與學習效果及學期成績呈現高度相關，故凡缺課過多之學生，將視同放棄本學期之課程學習機會。	Teaching Materials	The course adopted lecture by teacher. It is a quick and simple way to provide knowledge to large class. Then we have open discussion on final section. Please forced or non-forced yourself said your opinion each open discussion.
成績評量方式	◎ 平時成績(出席率、課堂討論表現、作業)30% ◎ 期中報告30% ◎ 期末考試或期末報告40%	Grading	term-paper(30%), final-exam (40%), other assessment (30%).
教師網頁	-		
教學內容	現代商業社會，無論日常生活、與家人互動、工作謀事、購物旅遊、公司間交易、策略聯盟、國家間協商、國際間的紛爭處理等，在在需要談判技巧與談判情緒智商，以克服各種摩擦與衝突。基此，本項課程主要包括：瞭解談判的本質、談判的範疇、衝突管理、相互依賴及認知、分配式談判的戰略及策略，即輸贏(win-lose)式、競爭性的議價、整合(win-win)式談判的戰略與策略、談判前的準備工作(談判的目標訴求、關係維持、雙方的需求認知)、談判破裂提出解決方法(諸如：常見的衝突管理方式及談判破裂的補救措施、國際談判(基本認知、國際談判的差異(政治、法律、經濟、文化課題等)、文化課題對談判的影響，以及如何加以因應之策略)等。主要目的，在使研習同學成為談判高手，以成為傑出管理專才。本課程特別適合即將畢業的社會新鮮人,在就業職場上發揮談判技能,諸如如何談薪資,如何與主管溝通工作安排課題.....等等,本課程是以實務導向作課程設計。	Syllabus	We're always negotiating, every day of our lives and in every kind of situation---whether it's a boyfriend and girlfriend deciding which movie to see, a husband and wife deciding which city to live in, a customer looking to buy an automobile, or an employee trying to get a raise. We all negotiate. But many of us still have a fundamental fear of negotiation. Ultimately, negotiating is all about whose concept of reality is going to prevail. In the other hand, negotiations can get emotional. But you need to remind yourself that they're about businee. This course will introduce above issues. Trying to make students know how to use negotiation theory and skill to solving they problem and conflict.

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