朝陽科技大學 096學年度第1學期教學大綱
Personal communication and Technique 人際溝通與技巧

當期課號	1375	Course Number	1375
授課教師	陳炳輝	Instructor	,
中文課名	人際溝通與技巧	Course Name	Personal communication and Technique
開課單位	休閒事業管理系(四日)一A	Department	
修習別	選修	Required/Elective	Elective
學分數	2	Credits	2
課程目標	使學習者學習（一）了解人際溝通技巧（二）發展人際關係技巧（三）職業關係中的溝通。	Objectives	Helping students learing the skill of communication,develping the skill of human relationship and the communication of occupation.
教材	1.兩性關係學，柯淑敏，台北揚智 2.人際關係個案討論、角色扮演、狀況實務演練講義	Teaching Materials	1.Relation of two different gender, Shu Min Ke, Yang Zhi,Taipei. 2.The interpersonal relationship case discussion, role play, printed lecturer drill .
成績評量方式	1.心理遊戲 2.角色扮演 3.分組討論 4.性格測驗報告 5.繳交作業規定：「人際溝通與技巧」報告文字以500～2000字數之間，（此規定字數不含照片、表格及圖形），不得從電腦網路直接擷取，應以整理消化，以及對課程的看法與心得。（編排方式：依照朝陽科技大學中文論文文書編排方式書寫）	Grading	1.Psychology games. 2.Role play. 3.Group discussion. 4.The personality test report. 5.Hand in an assignment rules:" Personal communication and Technique " report writing in 500~2000 words (only words not include photo, table or figure). Copy-Paste data from internet is not allowed. It must arrange and assimilate by what has learned in the course (layout pattern: Chao Yang University of technology writing thesis pattern.)
教師網頁	burt@mail2000.com.tw		
	1.課程介紹：上課方式、評量方法、上課要求及闡明學習本課可達成的目標及如何運用在工作職場。 2.自我與兩性關係：個人成長背景對兩性關係的影響，兩性的社會關係爲何、如何處理棘手的兩性關係。 3.浪漫的開始：情愛的解析、發展，兩性在人際關係中扮演的角色，以測驗方式解析。 4.分手的藝術：分手者與被分手者之心理分析，情緒管理與情愫轉移，報復與祝福。 5.人際溝通的工具：溝通的原則、技巧，與時機對應，用實例講解分析。 6.人際關係的和諧指標：人與人相處之道，人與事的處理方法，人性與態度與精神，用實例講解分析。 7.如何發展人際關係技巧：以精彩故事例舉中外古今名人運用人際關係的成功案例，並與同學分享例證中您如何運用人際關係技巧。		1. Course Introduction: The system of curriculum, evaluation method, courses request and clarify the purpose of the study pursue about and how to implement it in work field. 2. My personal and two different gender relationship: the personal development background and the different gender in social relationship, how to handle difficulties of different gender relationship. 3. The romance starting: the resolution, love growth, two different gender in role play and method analysis. 4. Art of Separation: separate and broken one mental analysis. Emotion management and feeling change revenge or bless. 5. The tools of the interpersonal communication: principle of communication, technique, with opportunity moment and using example to explain the detail analysis.

教學內容	8.同事間面臨的問題實務分析與相處之道：以實務分析職場上的競爭與合作、衝突與摩擦。迎合與分離，要如何預防與處理。以測驗方式與同學分享解決的方法。 9.自我性格分析與自我認識：您最討厭誰？誰最不喜歡您？您能爲他人著想嗎？ 10.合群的個性與孤僻的性格：您是合群的人嗎？您的自我調整能力如何？您是能自我推銷的人嗎？以測驗方式並與同學共同尋找解決的妙招。 11.您的人際關係如何？將來適合從事何種行業？：用角色扮演，使同學認清自己能力與人際性格的面向。 12.您是個有計畫性的人嗎？：以分組討論，研擬出自我與群體的融合結構，調整人生態度。 13.潛能發展與人際關係的關係：隱藏在您心理的天使與魔鬼，如何幫助您在人生道路上順遂。 14.人際關係與如何說「是」，與如何巧妙的拒絕說「NO」：以精彩的實例，說明中外成功人事的人際應用。 15.人際關係綜合座談與心得分享：每個人針對不同的事物狀況情境，做出的研判和報告今後人生的態度。	**Syllabus**	6. The harmonious of interpersonal relationship purpose in: interpersonal relationship, people and solving problem method, personal and attitude and spirit, explain detail analysis with the clear example. 7. How to develop interpersonal skill relationship: with fascinating example, as relationship cases in Chinese and the foreign ancient time, using skill of interpersonal relationship and share with classmates in the middle of discussion, use illustration and unique example like above. 8. Actual situation analysis and facing the way to get along with people: analyze the competition and the job field, conflict and friction by actual situation. How prevent and handle the problem by using solving method and share with classmate. 9. Self-personality and self-understanding analysis; Who do you dislike? Who don't like you most? Can you consider for the others? 10. The gregarious personality and Eccentric personality: are you a gregarious person? How is your ability adjusted? Are you the person can promote others? By using solving problem method, 11. How is your relationship? What kind of work that suitably with you in the future? By acting, make the classmate recognized their ability and the personality. 12. Are you the planning person? Using group discussion drawing up you with the community relation structure, adjust the life of attitude. 13. The potential develop relation with the relationship: conceal at the angel of your mental state and the devil. How help you favoring on the right way. 14. How to say "Yes" in relationship, how the skillful brush-off to say "No" in relationship: interpreting in fascinate way, for example as success Chinese or foreign personal applies. 15. Sharing the comprehensive group discussion of the relationship and insight: everyone aims the different condition of scenario and do of grind the judge and report the human attitude for the henceforth.

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