

## **ADVANCE Ministry Preparation**

Sponsored by Gateway Seminary

CLP 3440 Effective Communication (Cantonese) – 3 Hours

有效溝通 (粵語)

Fall 2023

9/12/2023 – 11/28/2023 (12 sessions 12 節課)

Tuesday class: 7:00-10pm (US Pacific time)

週二班：晚上 7:00-10(美國太平洋時間)

Plus 15 hours of online video and exercises 15 小時在線視頻和練習

ADVANCE Center: Truth Baptist Chinese School of Leadership (TBCSL)

Zoom Online Classroom

Instructor: Mr. Yau Hang Gideon Chan 講師: 陳友恒老師

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### **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 課程目標**

Upon the successful completion of this course, the student should: 成功完成本課程後，學生應該：

1. Be familiar with the biblical foundations of communication. 熟悉溝通的聖經基礎。
2. Understand how communication can affect ministry and leadership. 了解溝通如何影響事工和領導。
3. Understand important methods and skills for effective communication. 了解有效溝通的重要方法和技巧。
4. Improve in ability to foster healthy, productive conversations. 提高促進健康、富有成效的對話能力。
5. Be able to use the skills learned in their daily habits of communication. 能夠將學到的技巧運用到日常的交流習慣中。
6. Improve their ability to communicate the Gospel with greater effectiveness. 提高他們更有效地傳播福音的能力。

These objectives will be measured by class discussion, written exams, and practice, and writing. 這些目標將通過課堂討論、筆試、實踐和寫作來衡量。

#### **REQUIRED TEXTBOOKS 所需教科書**

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: 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：

### 1. **Class attendance and participation 課堂出勤率和參與 (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.* 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。

### 2. **Reading Assignments 閱讀作業 (15%)**

Students will read Haynes [along with any additional selected readings]. 學生將閱讀海恩斯 [以及任何其他選定的閱讀材料]。

### 3. **Weekly quizzes 每週測驗 (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. 每節課開始時都會進行測驗。測驗將集中在前一周的講座和閱讀上。兩個最低的測驗成績將被刪除。

### 4. **Workbook 工作簿 (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. 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。

### 5. **Communication Practice 溝通實踐 (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.

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。

## 6. Final Exam 期末考試 (20%)

The final exam will be comprehensive, focusing on the material from *Haynes* and class lectures throughout the semester. 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。

### Semester Grades 學期成績

Participation 參與	10%
Reading 閱讀	15%
Quizzes 測驗	15%
<i>Workbook</i> 工作簿	20%
<i>Practice</i> 實踐	20%
<u>Fina 期末</u>	<u>20%</u>
<b>Total 合計</b>	<b>100%</b>

### GRADING SCALE 評分量表

A 94-100	B+ 87-89	C+ 77-79	D 65-69
A- 90-93	B 83-86	C 73-76	F 0-64
	B- 80-82	C- 70-72	

### LECTURES AND READING ASSIGNMENTS 講座和閱讀作業

Date &	Lectures & Assignments	Reading	Assignments due
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Session 日期和 會議	講座和作業	課本閱讀	到期作業
9/12  #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	Haynes: Introduction 海恩斯: 簡介	
9/19  #2	Processing Skills: Increase Capacity 加工技巧：增加產能	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
9/26  #3	Processing Skills: Close the Loop 加工技巧：閉環	Haynes: chapter 2 海恩斯: 第2章	Haynes: chapter 2 Workbook Chapter 1 提交2章閱讀報告 提交工作簿1章
10/3  #4	Processing Skills: Focus and Energy 加工技巧：專注和精力	Haynes: chapter 3 海恩斯: 第3章	Haynes: chapter 3 Workbook Chapter 2 提交3章閱讀報告 提交工作簿2章
10/6 Online Video & Exercise 線視頻 和練習	Processing Skills: Authentic Alignment 加工技巧：真實的排列組合	Haynes: chapter 4 海恩斯: 第4章	Haynes: chapter 4 Workbook Chapter 3 提交4章閱讀報告 提交工作簿3章

10/10 #5	Processing Skills: Divine Convergence 加工技巧：神聖的彙合	Haynes: chapter 5 海恩斯: 第5章	Haynes: chapter 5 Workbook Chapter 4 提交5章閱讀報告 提交工作簿4章
10/17 #6	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
10/24 #7	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
10/27 Online Video & Exercise 線視頻和練習	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
10/31 #8	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
11/4 Online Video & Exercise	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

線視頻 和練習			提交工作簿9章
11/7  #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 1 提交11章閱讀報告 提交工作簿10章
11/14  #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 1 提交12章閱讀報告 提交工作簿11章
11/21  #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 1 提交工作簿12章 Communication Prac 溝通實踐到期
11/28  #12	Conclusion Reflection and practice Review for Final 結論 反思與實踐 期考複習	Haynes: Conclusion 海恩斯: 結論	Haynes: Conclusion 提交結論閱讀報告
12/5  (no class) (沒有課堂)	Final Exam 期末考試		

## HELPFUL RESOURCES 有用的資源

Bradberry, Travis and Jean Greaves. *Emotional Intelligence 2.0*. San Diego: TalentSmart, 2009.

Cuddy, Amy. *Presence: Bringing Your Boldest Self to Your Biggest Challenges*. New York: Little, Brown, and Co., 2015.

Fine, Deborah. *The Fine Art of Small Talk: How to Start a Conversation, Keep It Going, Build Networking Skills - and Leave a Positive Impression!* New York: Hyperion, 2005.

Isaacs, William. *Dialogue: The Art of Thinking Together*. New York: Currency, 1999.

Patterson, Kerry, et al. *Crucial Conversations Tools for Talking When Stakes Are High*. 2nd ed. McGraw-Hill, 2011.

#### **ADDITIONAL RESOURCES 其他資源**

Bowdle, Phil and Tony Morgan. *Rethink Communication: A Playbook to Clarify and Communicate Everything in Your Church*. Center for Church Communication, 2019.

Brennan, Monica and Rhonda H. Kelley. *Talking is a Gift*. B&H, 2014.

Carnegie, Dale. *How to Win Friends and Influence People*. 1937. Reprint, Simon & Schuster, 2009.

Church Publishing. *Communication: A Little Book of Leadership*. Church Publishing, 2021.

Dockery, David S. and Timothy George. *The Great Tradition of Christian Thinking: A Student's Guide*. Reclaiming the Christian Intellectual Tradition. Crossway, 2012.

- Gangel, Kenneth O. and Samuel Canine. *Communication and Conflict Management in Churches and Christian Organizations*. Wipf & Stock, 2002.
- Greer, Sam. *The Gospel Conversational Church: Cultivating a Culture of Engaging in Gospel Conversations*. Westbow, 2019.
- Greer, Sam. *The Gospel Conversationalist: How Jesus Engaged the Lost in Everyday Life*. Westbow, 2018.
- Greer, Sam. *The Gospel Conversation: Engaging the Lost in Everyday Life*. Westbow, 2017.
- Hassler, Betty and Mary Kassian. *Conversation Peace: Improve Your Relationships One Word at a Time*. B&H, 2009.
- Jimenez, Jason. *Challenging Conversations: A Practical Guide to Discuss Controversial Topics in the Church*. Baker, 2020.
- Kirkpatrick, Thomas G. *Communication in the Church: A Handbook for Healthier Relationships*. Rowman & Littlefield, 2016.
- Leal III, Bento C. *4 Essential Keys to Effective Communication in Love, Life, Work - Anywhere!: A How-To Guide for Practicing the Empathic Listening, Speaking, and Dialogue Skills to Achieve Relationship Success*. CreateSpace Independent Publishing, 2017.
- Meyer, Kem. *Less Chaos. Less Noise: Effective Communications for an Effective Church*. 2<sup>nd</sup> ed. Thirty:One Press, 2009.
- Muehlhoff, Tim and Richard Langer. *Winsome Conviction: Disagreeing Without Dividing the Church*. IVP, 2020.

- Schuchardt, Read Mercer. *Media, Journalism, and Communication: A Student's Guide*. Reclaiming the Christian Intellectual Tradition. Crossway, 2018.
- Smith, C. Christopher. *How the Body of Christ Talks*. Brazos, 2019.
- Sullivan, Jay. *Simply Said: Communicating Better at Work and Beyond*. Wiley, 2016.
- Tuhovsky, Ian. *The Science of Effective Communication: Improve Your Social Skills and Small Talk, Develop Charisma and Learn How to Talk to Anyone*. CreateSpace Independent, 2017.
- Tuhovsky, Ian. *Communication Skills: A Practical Guide to Improving Your Social Intelligence, Presentation, Persuasion and Public Speaking*. CreateSpace Independent, 2015.
- Wilkes, C. Gene. *Jesus on Leadership: Timeless Wisdom on Servant Leadership*. Tyndale House, 1998.