



ENGINEERING STAFF COLLEGE OF INDIA

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Autonomous Organ of The Institution of Engineers (India)

Old Bombay Road, Gachibowli, Hyderabad – 500 032. Telangana, India



Management and Technology Division

Continuing Professional Development Programme on

COMMUNICATION AND PRESENTATION SKILLS

Powered

(Communicating Assertively)

19 – 22 April 2021

(Classroom / Online Training)



INTRODUCTION

The purpose of communication is to get your message across to others clearly and unambiguously. Doing this involves effort from both the sender of the message and the receiver. And it's a process that can be fraught with error, with messages often misinterpreted by the recipient. When this isn't detected, it can cause tremendous confusion, wasted effort and missed opportunity.

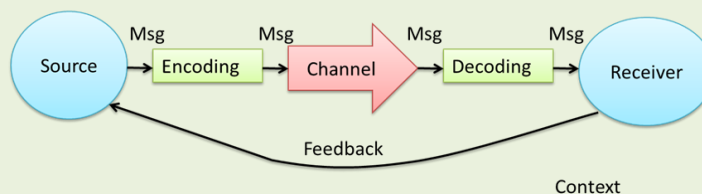
In fact, communication is only successful when both the sender and the receiver understand the same information as a result of the communication.

In a recent survey of recruiters from companies with more than 50,000 employees, communication skills were cited as the single more important decisive factor in choosing managers. The survey, conducted by the University of Pittsburgh's Katz Business School, points out that communication skills, including written and oral presentations, as well as an ability to work with others, are the main factor contributing to job success.

In spite of the increasing importance placed on communication skills, many individuals continue to struggle with this, unable to communicate their thoughts and ideas effectively – whether in verbal or written format. This inability makes it nearly impossible for them to compete effectively in the workplace, and stands in the way of career progression.

This program is primarily conceived and designed to enhance and sharpen the communication and presentation skills of the participants through effective exposure using case studies method of instruction and interactive & practical sessions on the essential fundamentals of these skills and the associated intricacies, thereby helping them in acquiring the necessary skills to deliver one's best in the organization. The programme is primarily designed to enhance personal and organizational effectiveness.

The Communication Process



OBJECTIVES

The main objectives of the programme are:

- To develop and sharpen communication skills of participants for improving their professional performance and add value to organisations in their functional areas.
- To make aware on the fundamentals of presentation skills and the intricacies associated with its conduct and give exposure in acquiring the necessary presentation skills to deliver one's best in the organization.

COURSE COVERAGE

The issues to be deliberated during the programme are:

- Overview of Communication in Organizations
- The Communication Process and types of Communication
- Verbal Communication, Non-Verbal Communication

- Developing Public Speaking Skills
- Barriers to Communication
- Effective and Active Listening
- Negotiating through Effective Communication
- Role of effective communication In Managing Conflicts
- Making effective presentations
- Presentation Skills
- Exploring your Presentation Skills
- HR Instruments / Group Discussions

METHODOLOGY

Methodology of the programme Includes

- Learning prerequisites skill through ESCI LMS Platform
- Classroom Hands-on Practical training at ESCI campus
- For Online Participants - Online Video Interactive sessions
- Case studies, Sharing of experiences

FACULTY

The faculty consists of experts from industry, research establishments and academia besides that from ESCI.

TARGET PARTICIPANTS

Scientists working in Research Laboratories, Engineers and Professionals from Governments, Private sector and Public Sector Undertakings (from product, process and service sectors) and Faculties/Professors and Staff of various Universities and Engineering colleges will find the programme useful.

BENEFIT TO THE PARTICIPANTS

- Understand the process of communication and differentiate between listening and hearing, impact of non-verbal communications and will learn problem solving and negotiating through Effective Communication
- Development of Public Speaking Skills and making effective presentations.

COURSE COORDINATOR

Mr. N.V.S.S. SAGAR,

Management & Technology Division

Engineering Staff College of India

Old Bombay Road, Gachibowli – 500032, Hyderabad

Phone: Direct 040 6630 4111 & 6630 4112 & 6630 4105

Email: mt@escihyd.org, mtmkt@escihyd.org

PROGRAMME DATES & TIMINGS

Dates: 19 – 22 April 2021 (21st Holiday – Sri Rama Navami)

After registration participant can access ESCI LMS platform for digital learning

Session timings will be from 10:00 – 17:00 hrs with One Hour Lunch Break, 15 Minutes Tea breaks.

COURSE FEE

Classroom Training: (Residential Fee)

Rs.15,000/- (Rupees Fifteen Thousand only) per Participant. Fee includes, course material, course kit, twin-sharing/single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training programme.

Online Training:

Rs 9,000/- (Rupees Nine Thousand only) per Participant. Fee includes for Digital Learning, Experts Online Support and Reading Material Softcopy.

DISCOUNTS

Group Discount: Additional 10% discount for three or more participants if sponsored by the same organization.

(All discounts are applicable only if fee is received at ESCI before commencement of the programme)
Goods and Service Tax @ 18% is to be paid extra over and above the training. **PAN Card No AAATT3439Q; GST No. 36AAATT3439Q1ZV. H.S. No. 999293** (Under commercial training or coaching services – clause 65(105) (ZCC) of Finance act – 1994).

Programme fee is to be paid in in favour of “**THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA**” in the form of demand draft payable at Hyderabad. Alternatively, the payment may be made by Electronic Fund Transfer (EFT) to ESCI - **SB A/c No.0432104000039631 with The IDBI Bank Ltd., Gachibowli Branch, Plot No. 2-53/2, JNIBF, IIIT Junction, Gachibowli, Hyderabad-500032** by RTG's/ NIFT / IFSC Code No: **IBKL0000432**. While using EFT method of payment, please ensure to communicate us your company name, our Invoice reference and programme title.

REGISTRATION

Online registration shall be available on ESCI web portal <http://www.escihyd.org/index.php/mt-upcoming-training>. To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to: mt@escihyd.org, mtmkt@escihyd.org

CERTIFICATION

A Certificate of participation will be awarded to each participant on conclusion of the programme.