



**Engineering Staff College of India**  
Autonomous Organ of The Institution of Engineers (India)  
*Old Bombay Road, GachiBowli, Hyderabad – 500 032.TS, India*

**Management and Technology Division**

Continuing Professional Development Programme on  
***Communication and Presentation Skills***

*(Communicating Assertively)*

**07 – 09 August 2018**



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

**Centre for Promotion of Professional Excellence**

## 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.

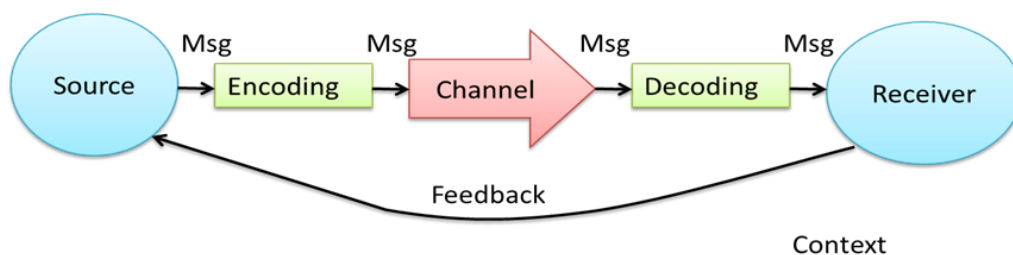
In fact, communication is only successful when both the sender and the receiver understand the same information as a result of the communication.

In a recent survey of recruiters from companies with more than 50,000 employees, communication skills were cited as the single most 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:

- 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
- Using I.T. in 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 class room Sessions with Lecture/discussion with audio visual aid, benched marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences, etc. All the sessions will be interactive demanding active participation from all the members. CMI will be the main method of instruction.

## COURSE ADVISOR & RESOURCE PERSON:



**Dr. Vivek Modi**, Certified as a trainer from World renowned "Dale Carnegie Training"



**Dr. A.P. Natarajan**, Director, Victoria Training Foundation



**Prof. S. Abhiram Krishna**, Director, South State Business School

## 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 Professors, Admn. Officers / Executives of various NIT's, 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.

## PROGRAMME VENUE, DATES & TIMINGS

**Venue: Engineering Staff College of India (ESCI) Campus, Old Bombay Road, GachiBowli, Hyderabad. 500032. TS, India.**

### Dates

**07-09 August 2018**

### Timings

On the first day Registration will commence at 0900 h. On all other days the programme timings will be from 09.45-17.15 Hrs with breaks in between for tea and lunch.

## COURSE DIRECTOR



**Gp Capt (Retd) BS Phillora** BE (ETC), AE (L), MMS (DS), M Phil, FIE

Dean of Studies ESCI &

Sr. Faculty, Management & Technology Division, ESCI

## COURSE FEE

₹ 15,500/-(Residential Fee) 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.

## DISCOUNTS:

- ❖ **Non-Residential Fee** : 10% discount on course fee is allowed for non-residential participants.
- ❖ **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 the commencement of the programme.)**

**Goods and Service Tax @ 18%** is to be paid extra over and above the training fee. PAN Card No AAATT3439Q; **GST No. 36AAATT3439Q1ZV.**(Under commercial training or coaching services).

Programme fee is to be paid in favour of "IE (I)-Engineering Staff College of India" in the form of demand draft payable at Hyderabad at par cheques payable at any Bank Branches.

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. ESCI PAN No. is AAATT3439Q.** While using EFT/ Draft method of payment, kindly forward a covering letter giving details on the names of the participants, Title and the programme schedule so that proper accounting can be done.

## REGISTRATION:

Online registration shall be available on ESCI website.([URL:www.escihyd.org](http://www.escihyd.org))

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobiles no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

### Head, Management & Technology Division

Engineering Staff College of India

Old Bombay Road, GachiBowli, Hyderabad 500 032, TS, India

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

**Fax :** 04066304103 & 914030995227

**Email:** [mt@escihyd.org](mailto:mt@escihyd.org),

### For Registration Please Contact:

Mr. LV Rao

Programme Manager,

Land line 040 66304105

Mob: 0 9949145865

## CERTIFICATION

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

## GENERAL INSTRUCTIONS:

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well-developed Information Centre and Internet facilities are available to the participants.
- **Nominating authorities are requested to kindly send the contact details of the participants while sending their nomination letter. This will help us in making necessary administrative arrangement for them.**