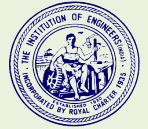




# ENGINEERING STAFF COLLEGE OF INDIA

Autonomous Organ of The Institution of Engineers (India)  
(IMS [ISO 9001:2015, ISO 14001:2015, ISO 50001:2018, ISO 45001:2018],  
ISO/IEC 17025:2017 Certified, AICTE & CEA Recognized Institution)  
Old Bombay Road, Gachibowli, Hyderabad – 500 032. Telangana, India



## Management and Technology Division

### Hybrid (Offline & Online) Continuous Professional Development Programme on **Communication and Presentation Skills for Technologists, Engineers and Officers**

**Dates: 07 – 09 April 2025**  
at ESCI Campus, Hyderabad

#### INTRODUCTION

In a recent survey of recruiters from Industries/ Research Labs with more than 50,000 employees, communication & Presentation skills were cited as the single most important decisive factor in choosing Engineers, Scientists and Managers. The definition of Communication is "The act of transferring information from one place to another". Even though the definition seems to be simple, when we actually think about how we may communicate, the subject becomes a lot more complex. Ability to communicate effectively is vital among all life skills. This may be vocal such as using voice, written communication using printed or digital media such as books, magazines, websites or emails, visual by means of using logos, maps, charts or graphs or non-verbal such as body language, gestures and the tone and pitch of voice.

The process of interpersonal communication cannot be regarded as a simple phenomenon that happens instantaneously, it should be seen as a process where individuals negotiate their role with others, whether consciously or unconsciously. The benefits of communication skills include Enhanced career prospects, better interpersonal relationships, and improved self-esteem. The presentation is also a part of communication skill. Here, we interact with the opposite party and transfer useful information with clarity also the presenter interprets with audience and diagnose their mindsets. In the present era, greater thrust is given to presentation skills as this helps in convincing the client organizations or within the working group.

The advantages of presentation skills are:

- They help the individual to grow up in their respective field of work. Also it enhances the personality and elevates their confidence levels.
- Good presentation skills makes individual to communicate their ideas to others with clarity, hence increases the chances of striking the desired objectives.

This program includes contents that will not only enhance your verbal & written communication but also you're presentation skills as well as your ability to adapt your communication style to the audience. Improving communication and presentation skills will build confidence in one self and organization.

#### COURSE OBJECTIVE

The main objectives of the programme are:

- Participants will gain hands-on experience in Spoken and Written communication skills
- Participants will gain in-depth knowledge to communicate effectively within teams
- Participant will become an effective Negotiator
- Participants will get good command over their Public Speaking and Presentation Skills

## **COURSE COVERAGE**

The following aspects will be deliberated during the programme are:

- Overview of Communication in Organizations and types of Communication
- Verbal and Non-Verbal Communication
- Developing Public Speaking Skills
- Barriers to Communication
- Effective and Active Listening
- Technical and Business Writing skills
- Negotiating through Effective Communication
- Role of Communication in Managing Conflicts
- Presentation Skills & Making effective Presentations
- Group Discussions and Case-Studies

## **METHODOLOGY**

Methodology of the programme includes class room sessions with lecture/discussion with audio -visual aid, benchmark practices if any, 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. Case Method of Teaching will be the main method of knowledge facilitation.

## **TARGET PARTICIPANTS**

The programme is useful for Scientists, Technologists, Engineers, Managers working in S&T Organizations, Professionals from Government, Public Sector Undertakings (from product, process and service sectors), Private sector and Faculties/Professors and Staff of various Universities and Engineering colleges.

## **RESOURCE PERSONS**

The Faculty consists of experts from the Industry, Research establishments and Academia besides ESCI.

### **PROGRAMME DIRECTOR(S)**

#### **Er. K.J. AMARNATH**

Sr. Faculty & Head  
Management & Technology Division,  
Engineering Staff College of India  
Old Bombay Road, Gachibowli, Hyderabad - 500032  
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#### **Dr. KATTI BHARATH**, *M.Tech, Ph.D (NIT-Warangal)*

Faculty & Course Director  
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Email: [mtmkt@escihyd.org/mt@escihyd.org](mailto:mtmkt@escihyd.org/mt@escihyd.org)

### **PROGRAMME DATES & TIMINGS**

**Dates: 07 – 09 April 2025**

**Timings :** On the first day Registration will commence at **09:00 Hrs**. On all other days the programme timings will be from **09:45-17:15 Hrs** with breaks in between for tea and lunch.

**COURSE FEE: Rs.17,000/- (Rupees Seventeen Thousand only)** per Participant + GST@18% Extra. 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: WebEx platform.**

**Rs. 11,000 /- (Rupees Eleven Thousand only)** per participant + GST@18% Extra.

### **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.

**Note: GST Nil for Central Govt. Departments (like DRDO, DGQA & Govt. Departments).**

**PAN Card No AAATT3439Q; GST No. 36AAATT3439Q1ZV. H.S. No. 999293** (Under commercial

training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favor 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.

### **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.
- 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 free of cost.