



TECNIA INSTITUTE OF ADVANCED STUDIES

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To Guru Gobind Singh Indraprastha University, Delhi

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

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Fax No: 27555120, Tel: 27555121-24



Dated – December 4, 2010

EVENT	:	PERSONALITY DEVELOPMENT PROGRAMME
PROGRAMME	:	EXPERT LECTURE
TOPIC	:	COMMUNICATION SKILLS
RESOURCE PERSON	:	Ms. Grace Scott
SCHEDULE	:	12:30 pm to 2:30 pm
Date	:	December 4, 2010
Day	:	Saturday
FACULTY INCHARGE	:	Dr. Dhason Antony Ms. Shafaq Zareen
No of Students	:	66 Students of MBA

OBJECTIVE:

To update the students of Management Programme on Communication Skills and the ability to communicate effectively through speech and words whether through a paper or a voice and to convey directions and provide synchronization.



Ms. Grace Scott interacting with students



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Profile of Resource Person: Ms. Grace Scott

Ms. Grace started her career as a teacher in 1997 with Bombay Scottish High School. Apart from imparting education to children, she ventured into the tougher environments of the corporate world. She is a lady with many facets, many possibilities and many more unexplored dimensions.

She has developed the best in class courseware on professional communication etiquettes, voice training, soft skills, business communication, and business etiquettes, which are not only more effective but also really easy to understand, adoptable and with top class delivery and implementation. She has successfully completed her Yellow Belt Training and presently working on a Project on improving the QOS (Quality of Service), and has been successfully increasing it from a 75% to an impressive 85%.

Objective:

1. To provide students the correct way of communicating in corporate world.
2. The objective of the lecture is to provide management students an opportunity to develop and sharpen their communication skills with a professional outlook.

Learning Outcome:

An expert lecture on “**Communication Skill**” was held on the seminar hall of Tecnia Institute of Advanced Studies-PG Block on 4th **December, 2010 (12:30pm to 2:30 pm)**. Students of MBA –I & III Semester attended the workshop along with faculty members.

She started the presentation by explaining the importance of communication which is expected from Professionals these days. She explained the relevant concepts of Communication skills, Interview skills, Gestures and the Body-language to be used during interview.

The whole session was very inter-active and the students learned and enjoyed the presentation thoroughly.

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