

REPORT

Event: Personality Development

Program: MBA

Date: 17th April, 2018

Time: 11:30 A.M. - 1:00 P.M

Topic: Communication Skills

Speaker: Mr. Vibhor Kataria, Senior Manager, Digital Products & Services, Pearson India Education Services Pvt. Limited, Bangalore & Mr Anubhav Joshi, Territory Manager

Venue: MBA Lecture Hall, 3rd Floor

Coordinator: Ms. Komal Gangi

A personality development session on “Communication Skills” was organized for the students of MBA at Tecnia Institute of Advanced Studies. The session was aimed to enhance the communication skills of the students to cope with new challenges and demands. Mr. Vibhor Kataria & Mr Anubhav Joshi initiated by urging the students to focus on hard work, innovation, collaboration and smart work.



The primary objective of the session was to enable the students to converse fluently in the language and communicate better with both internal and external customers. This Soft Skills Training will not only save learning time but also help build and refine your workforce, leading to operational excellence and an improvement in the use of formal communication language in the workplace.



The objective of this session was to equip participants with critical skills to start and maintain a conversation. This session enables the participants to speak confidently and correctly. It introduces them to different styles of communication and focuses on verbal communication. It teaches learners to overcome the barriers to effective communication and be able to hold short forceful conversations in a professional setting. The session featured ample opportunities for practicing conversation skills in the form of extempore sessions, activities and role plays to improve learning experience of participants

Introduction

- Getting to know the group
- How do you see yourself?
- What makes a good communicator?

Use your voice more effectively

- Develop a greater awareness of your voice
- How to speak more confidently
- How to develop a more expressive tone of voice
- Understand how the voice conveys meaning
- How to use your voice to influence your listener

Generate confidence through body language

- How to appear more approachable and confident
- How to use the power of eye contact
- How to be more in control of your body language

Present yourself successfully

- How to create an immediate impression
- Use voice and body language to your advantage

- Give a short individual presentation with feedback

Styles of communication

- Identify your preferred style of communicating
- Become sensitive to other people's styles
- How to enhance your message

Learn the power of effective listening

- Understand the barriers to good listening
- How to Listen effectively to build rapport
- Questioning techniques to aid understanding

Review and action plan

- Identify key personal strengths
- Set targets for personal development
- Workshop review

He counseled the students to be confident and yet focus on minute details that might help them clinch the job and also guided them that as they strive for excellence in their coursework and work towards their degree, their academic, personal and career success will be enhanced by intellectual, interpersonal and personal development.

Learning outcome:

- To develop/practice communication skills and understand the impact of effective communication style.
- To speak with more confidence and listen carefully to build rapport
- To Analyse and utilise body language to their advantage
- To Steer conversations and influence people
- To Have the confidence to make more of an impact on their audience.
- To Enhance their professionalism at work