



Estd: 1993

VJIM

AN INNOVATION DRIVEN B-SCHOOL

INTERPERSONAL SKILLS FOR SUPERVISORS

INTRODUCTION

In the era of ever changing business dynamics career paths are more complex than ever before. Great interpersonal skills are the foundation for success with people. Be it in the professional life or in Personal life one has to master the art of interpersonal relations and skills.

Mastering the art of interpersonal relationship and communication increases effectiveness at workplace and in personal life. Many people say interpersonal skill is a gift, either you have it or not. But successive researches prove that given proper skill up-gradation trainings one can improve and master the art of interpersonal relationship.

This program is intended to facilitate better interpersonal skills in the participants to face every day business situations with confidence.

METHODOLOGY

The program shall use activity based learning with a mixture of role plays, group activities and lectures. The experiential program shall enable the participants to completely involve themselves and learn through the process.

PROGRAM CONTENTS

- Basics of interpersonal communication
- Self-awareness
- Transactional Analysis
- Johari Window
- Problem Solving techniques
- Conflict resolution techniques

EXPECTED PARTICIPANTS

The program is suitable to first time managers/supervisors in the middle level management, team leaders, etc.

OBJECTIVES

The course intends the trainees:

1. To recognize about the importance of interpersonal relations in professional success of an individual.
2. To understand different interpersonal communication styles and their impact on interpersonal relationships.
3. Gain useful and pragmatic strategies for interpersonal skills in a variety of workplace situations.
4. Solving interpersonal relationship problems, coming up with innovative conflict resolution techniques with increased confidence and competence.

LEARNING OUTCOME

At the end of the course, the trainees should be able to:

1. Determine their interpersonal communication style and develop strategies for interacting with others in better ways
2. Listen effectively to ensure the better conflict resolution at workplace and develop strategies for building and maintaining relationships.
3. Understanding self and others to improve and retain the relationships at workplace.

PROGRAM COORDINATOR

Ms. Poonam Jindal

Ms. Poonam Jindal has over 10 years of experience in HRM. She was in industry for 4yrs and now is an academician for the last 6yrs. She is MHRD and Dip TD (ISTD). She is UGC NET qualified.

Currently she is working as an Assistant Professor HRM and OB at VignanaJyothi Institute Of Management, Hyderabad. She is visiting faculty for ISTD diploma programme and guide for Diploma Projects. She is Hony. Treasurer of ISTD, Hyderabad Chapter. She has been conducting MDPs for managers on the topic such as Self- Awareness, Transactional Analysis, Interpersonal Skills, Performance Management etc. She has been providing consultancy in the field of Compensation Management and T&D.

DURATION

16 hour program spread across 2 days (8 hours each)

DATES

17-18 March 2017 | 7-8 April 2017 | 7-8 July 2017 | 4-5 August 2017

FEE

Rs. 3000/- per participant

(Rs. 2500/- per participant in case 3 or more nominations from a single organization)

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