



# VJIM

AN INNOVATION DRIVEN B-SCHOOL



## EFFECTIVE COMMUNICATION TECHNIQUES

### Outline

Lack of good communication skills can act as a big deterrent to classroom learning. This course aims to help participants improve their listening skills,

vocabulary thereby helping them participate in work related conversations and classroom lecture delivery effectively.

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### Program Objectives

- To review different elements of speech sounds
- To pronounce consonants and vowels correctly
- To use word stress and Intonation effectively
- To be able to comprehend the accent of the other person
- To participate in simple work related conversations
- To increase vocabulary
- To enable to listen effectively
- To understand all aspects of effective listening

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### Topics to be covered

- Day 1- Voice and Accent Training
- Day 2- Listening Skills

## Tools to be used

- Handouts and classroom training
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## Pedagogy

- Games, activities and faculty presentations
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## Learning/Key take ways

- Communicate more effectively and efficiently with customers and colleagues
  - Build rapport with customers and colleagues
  - Sell ideas and opinions in an efficient manner
  - Be easily understood by people
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## Who should attend?

- Faculty teaching any theory subject except English/ Business English
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## Faculty Profile:

Dr.Shruti D Naik is working as an Assistant Professor in H.R./O.B. in V.J.I.M. since May 2016.

She has done her M.A. in English Literature from Fergusson college, Pune University, M.B.A.in Marketing and H.R. from Indian Institute of Plantation Management, Bangalore University, M.Phil.in H.R. from PRIST University, Thanjavur, Tamil Nadu.She has recently completed Ph.D. in H.R. from WISDOM Institute, Banasthali Vidyapith, Rajasthan.

She has worked in Pune Frozen Foods Pvt. Ltd in H.R. capacity for 4 years and also worked in Infosys, Pune and Bangalore as a full time Corporate trainer and as a consultant too. She has worked as a full time H.R. faculty in various Management Institutes like Acharya Bangalore B School, Indus Business Academy Bangalore and Sinhgad group of Institutes , Pune University for more than 8 years.

So far , she has conducted 30 H.R. and Communication M.D.Ps. for various Clients of Infosys like BT Fleet, Aetna E-Pub, BT Global, Verizon etc. when she worked as a consultant for Infosys, Bangalore.

She is also a certified British Voice and Accent Trainer and will be completing Fellowship programme in Strategic Learning and Development by World H.R. Board and I.I.M., Indore.

She has also published a book in communication by Biztantra Pulications and also published many H.R. papers in National and International Journals.

## Duration and Fee

The workshop is designed for 2 days. ₹ 2,000 per participant

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## Date and Venue

Dec 22-23, 2017, at Vignana Jyothi Institute of Management, Bachupally Hyderabad

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## Contact

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