

Programme on

Effective Communication Skill

- Program for enhancing confidence & overcoming inhibitions

Saturday, August 26, 2017 - 9.30 a.m. to 5.00 p.m.



Venue : Torrent -AMA Management Centre, Core-AMA Management House, Dr. Vikram Sarabhai Marg,
AMA Complex, ATIRA Campus, Ahmedabad 380 015

INTRODUCTION : Good Communication is the lifeblood of organizations. It takes many forms, such as Speaking, Reading, Writing and Listening, though its purpose is always to convey a message to recipients.

Everybody communicates in one-way or another, but few managers deliver their messages as well as they can. The art of getting your message across effectively is a vital part of being a successful manager.

This workshop will help you achieve more effective personal communications by introducing you to basic interpersonal skills, all of which can be learned and improved upon with practice.

- OBJECTIVES :**
- To enhance personal effectiveness through communication.
 - To overcome inhibitions in communicating to people.
 - To understand and implement effective interpersonal skills.
 - To provide ways to improve communication skill.

- CONTENTS :**
- Program Overview
 - *Communication – Conceptual Foundation: Why Does Communication Matter ?;* Elements of Communication; Barriers in Communication; Important Guidelines
 - *Active Listening: SIER Model of Listening; Effective Listening Guide*
 - *Non-Verbal Skills (The World of Body Language Science):* Reasons for Awareness of Non-Verbal Signals, Eye Communication, Posture & Movement; Gestures & Facial Expressions; Dress & Appearance
 - *Telephone Etiquettes*
 - *Effective Use of Email*
 - Programme Sum-up

METHODOLOGY : Discussions, Exercises, Video Films, Presentations (Individual & Group), Management Game, etc.

WHO SHOULD ATTEND ? : All levels of Executives, Officers and Managers from different functions. This highly informative and interactive training will enhance both professional and personal excellence.

FACULTY : **Mr. HIREN VAKIL**, Corporate Trainer & Management Consultant, Mumbai

FEE : Rs.1600/- per participant inclusive of Service Tax. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch & refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

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REGISTRATION FORM:

Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association,

Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015. Phone: 079-26308602-3-4-5

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Mobile App: AMA-Ahmedabad amalndia.org

Name(s)	Designation
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