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Communication Skills



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Communication Skills

“Take advantage of every opportunity to practice your communication skills so that when important occasions arise, you will have the gift, the style, the sharpness, the clarity, and the emotions to affect other people.” - Jim Rohn

Demonstration of effective communication skills creates lasting impressions. The workplace has become extremely challenging & dynamic due to market dynamics as well as internal factors. Many organisations rate “Communication Skills” as a fundamental requirement for employability, work execution & career progression. Communication is dynamic in nature, and is situational in most cases, because of which gaps arise. Therefore, it is essential to train. In a highly interactive learning environment, we facilitate the participants to understand the dynamics and challenges of workplace communication and train them on how-to-do-it strategies to effectively manage various situations.

Aims/Objectives:

- To help participants in understanding the importance and need of effective communication.
- To orient participants to be effective in communicating vis-à-vis emailing, messaging and chat, written, listening, verbal and non-verbal methods of communication.
- To assist participants in valuing and respecting the viewpoints of others and overcoming roadblocks.
- To train participants in building essential communication skills to effectively handle interpersonal interactions, work instructions, client handling, openness, transparency, seeking clarity and demonstrate trust in building relationships and cohesive team environment.

- To provide participants with an understanding of barriers to effective communication and tips to overcome these barriers.

Workplace Outcomes:

- This program will help the participants to effectively handle information and deliver message.
- Participants will demonstrate effective communication skills in the workplace.
- Participants will enhance their interpersonal skills, demonstrate open and transparency to win the hearts of all stakeholders.

Methodology:

- Interactive lecture sessions, power point presentation, Role-plays, simulation games, group activities.

Duration: 1 Day

Participants:

All Employees.