



better communicator is a winner

effective communication skills

The single biggest problem in communication is the illusion that it has taken place.

To have understanding & knowledge and to be able to communicate the same to the others are entirely different.

Healthy interpersonal relationship helps to improve the effectiveness of communication. Hence, these are imperative to the success of the organisation.

Contents

Understanding the 3 gates of communication & the importance of clear communication.

What do I want to communicate?

How do I communicate it?

Am I communicating clearly?

Types of communication

Verbal communication

Written communication

Non-verbal communication

Interpersonal relationships & its impact on communication effectiveness

Improving interpersonal relations

Take Away

On attending this training workshop, the participants will understand the importance & concepts of communication & interpersonal skills.

Objectives

Understand the communication processes in an organisation setting

Get familiar with important communication & interpersonal skills

Who should attend?

Operative level, Middle level, Senior level

What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role modelling

Role plays

Games

Q & A