

Our other
Management Development Programmes

| Sl. No. | Programme Title | Dates |
|---------|--|-----------------------|
| 1. | Leveraging Social Media for Business Intelligence | April 23, 2018 |
| 2. | Advanced Management Programme | May 7-9, 2018 |
| 3. | Geopolitical Risk and Business Preparedness | May 24, 25, 2018 |
| 4. | Data Summarization and Presentation for Non-Technical Executives | May 28-29, 2018 |
| 5. | Effective Purchasing Skills & Strategic Sourcing | June 4-5, 2018 |
| 6. | Training of Trainers | June 11-13, 2018 |
| 7. | Quality Analytics | July 16-17, 2018 |
| 8. | HR Analytics | July 23-24, 2018 |
| 9. | Advanced Excel Training | July 26-27, 2018 |
| 10. | Developing an Intrapreneurial Mindset for Effective Leadership | July 30-31, 2018 |
| 11. | Finance for Non-Finance Executives | August 6-7, 2018 |
| 12. | Data Analytics for Expanding Markets | August 9-10, 2018 |
| 13. | Effective Communication for Women in the Workplace | August 20-21, 2018 |
| 14. | Decision Making Techniques for Managers | August 30-31, 2018 |
| 15. | Effective Negotiation Skills | September 4-6, 2018 |
| 16. | Hands on Workshop on Microsoft Excel Macros-2016 | September 7, 2018 |
| 17. | Project Management | September 10-11, 2018 |
| 18. | Financial Management for Public Sector Enterprises | September 12-14, 2018 |
| 19. | Effective Communication and Presentation Skills | September 17-18, 2018 |
| 20. | Enhancing Personal Branding-Building Your Pathway to Professional Success | October 8-9, 2018 |
| 21. | Emerging Trends in Performance Management | October 10-12, 2018 |
| 22. | A Handshake with Disruptive Digital Technologies | October 15-16, 2018 |
| 23. | Crisis Communication | October 25-26, 2018 |
| 24. | Executing Strategies in World of Constant Disruptions | October 29-30, 2018 |
| 25. | Coaching & Mentoring for Personal and Professional Success | November 1-2, 2018 |
| 26. | Business Environment in the Middle East and Africa | November 15-16, 2018 |
| 27. | A Consultants Tool-Kit for Solving Strategic Problems & Enhancing Business Performance | November 19-20, 2018 |
| 28. | Making the Supply Chain Responsive | November 21-22, 2018 |
| 29. | Retirement Planning for Seeking Financial Freedom | November 26-27, 2018 |
| 30. | Nurturing the 5th Dimension of Leadership | November 29-30, 2018 |
| 31. | Managerial Leadership and Team Building | December 3-4, 2018 |
| 32. | Enhancing Assertiveness and Positive Attitude | December 10-11, 2018 |
| 33. | Creating Winning Sales Teams | December 17-18, 2018 |
| 34. | Digital Communication | January 10-11, 2019 |
| 35. | Enterprise Risk Management for Creating Risk Intelligent Organisation | January 14-15, 2019 |
| 36. | Strategic CSR: From Agenda Building to Impact Measurement | January 17-18, 2019 |
| 37. | Foreign Exchange Risk Management | February 4-5, 2019 |
| 38. | The New Indian Consumer: Winning Concepts and Practices | February 21-22, 2019 |
| 39. | Pricing and Application of Financial Derivatives | February 27-28, 2019 |

ABOUT THE INSTITUTE

FORE School of Management (FORE) has been established by the Foundation for Organisational Research and Education, a non-profit organisation, with a mission "To achieve and sustain Leadership in Management Education, Research, Consultancy and Development".

Programmes and Accreditations:

- The PGDM, PGDM (IB) & PGDM (Finance) courses at FORE are AICTE (All India Council for Technical Education) approved and accredited by National Board of Accreditation (NBA)
- The PGDM courses are equivalent to MBA. Equivalence permission is granted by Association of Indian Universities (AIU)
- FORE has been awarded "SAQS Accreditation" by Association of Management Development Institutions in South Asia (AMDISA)
- FORE has set up a state-of-the-art Studio at its Campus to conduct Online Executive Education Programmes for Working Professionals and has been successfully conducting variety of such online certification courses

Eminent academicians with many years of experience and experts from industry, recognized nationally and internationally, constitute faculty at FORE. FORE has in-house training facilitators in the field of Communication, OB & HR, Finance, Operations, Marketing, IT, International Business and Strategic Decision Making.

With a sharp focus on Management Education, Executive Education Programmes/MDPs, Consulting and Research, FORE stands amongst the Top Business Schools in the country.

FORE conducts MDPs to equip managers with knowledge, skills and attitudes required for effectively responding to global developments and competitive requirements. Our MDPs are designed with an appropriate blend of conceptual and experiential learning. Apart from open programmes, FORE conducts customized In-Company Programmes tailored to suit organisation's needs on topics/areas specifically required by an organisation. These Management Development Programmes (MDPs) are either custom-designed to suit client requirements or are offered by faculty on a specific theme to meet various client needs.

For any other information, please contact:

Executive Education Office

FORE School of Management

Adhitam Kendra

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Management Development Programme
on
**Effective Communication and
Presentation Skills**
September 17-18, 2018

FORE Campus, New Delhi

Programme Director:
Prof. Anita Tripathy Lal



Imparting Knowledge for Exploring New Horizons



**FORE School of Management
New Delhi**

Introduction

What does it take to succeed in one's career? Talent, good ideas, a good education, technical expertise, skills, hard work, motivation, initiative - all these are important. In addition to this, 'good communication skills' happens to be the most important of all, because every job requires to get things done through other people-co-workers, customers, managers, people in other departments in the company. One's career success depends to a large degree on how effectively one communicates across the different channels. Another need in today's times is the art of effective presentations, as these have become a necessary part of a Manager's job requirement irrespective of the function that a manager handles.

Numerous studies have also revealed how communication in the business organizations has become all the more important for today's managers given the complexity of business operations, across increasing locations, time spans and people. The ever increasing pressure on time and attention span has brought forth the importance of effective communication to lead and excel.

Keeping the above factors in mind, this MDP has been designed to enhance and hone the communication and presentation skills of managers working up in their career for leadership roles.

Objectives

- To create powerful first impressions
- To communicate in a clear, objective & systematic manner
- To deliver different types of presentations confidently
- To hone listening skills
- To improve interpersonal communication skills
- To appreciate the nuances of cross cultural values and communication

Contents

- Significance of Oral & Non-Verbal Communication
- Techniques to hone Listening Skills
- Effective Presentation Skills
- Informative and Persuasive Presentations
- Enhancement of body language and voice modulation
- Art of receiving and giving feedback
- Interpersonal communication at work place
- Business Etiquette with a cross cultural perspective

Methodology

The programme is designed in a systematic manner to proceed from basic to advanced strategies and skills required by managers. The programme is activity based and provides insights through real-life experiences, case studies, interactive discussions, inspiring films, and simulation activities. Individualized coaching and feedback is offered through worksheets, checklists and exercises through role plays & theatre techniques. Presentation skills session will be backed by video recording, playback and feedback.

Who Should Attend

The program will be useful for all those who want to improve their ability to influence, motivate, inspire and communicate effectively with others. It will be of particular benefit to: New Managers, Sales and Marketing Managers, Project Leaders, Team leaders, Senior Managers, Consultants from Public Sector, Private Sector, Multinational Organizations, Government Departments and other sectors like Tourism, Hotel and Hospitals etc.

Duration & Venue

Dates: September 17-18, 2018

Venue: FORE School of Management, B-18, Qutub Institutional Area, New Delhi 110016

Fee

Non-residential: Rs. 16,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

Residential: Rs. 28,000 per participant (plus GST @18%) covering professional fee, programme kit and boarding and lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutab Residency, New Delhi or equivalent from **noon of September 16, 2018 till noon of September 19, 2018.**

Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before September 7, 2018.
- One complimentary nomination on non-residential basis for every group of three nominations from the same organization, i.e., 3+1 participants for the fee of 3 participants.

Fee is payable in advance by way of Local Cheque / DD in favor of "FORE School of Management" payable at New Delhi. You can also make online payment of fees by logging on to FORE website http://www.fsm.ac.in/exe_openmdpcalendar20182019.html

Registration

The registration form duly filled in along with the Programme fee should reach us at least 7 days before the commencement date of the Programme. You can also register & pay online by logging on to FORE website http://www.fsm.ac.in/exe_openmdpcalendar20182019.html. In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

Certificate of Participation

The Institute issues a certificate of participation on conclusion of the programme.

Faculty

The faculty members of the Institute will take the programme sessions, except for a few sessions that may be taken by guest speakers.

Programme Director

Prof. Anita Tripathy Lal: Ph.D. (IIT - Kanpur), Certified Mentor (London Business School), Experience: 22 years.

Dr. Lal is a Professor at FORE School of Management. Her expertise lies in the areas of Business Communication, Leadership & Entrepreneurship. She has about 22 years of work experience in the areas of teaching, training and research. Her experience of teaching also includes three years as a visiting faculty at IIT Delhi and IIT Kanpur. She has keen interest in personality development and research related activities. She has national and international research papers in the areas of Business Communication and Entrepreneurship. She has been a part-time consultant for three years to NTPC's World Bank funded projects on Environmental Impact Assessment. Connecting with Industry and conducting Management Development Programs (MDP) is her forte. Has conducted number of open & customized MDP's and workshops in the areas of 'inter personal relationship, communication & presentation skills, assertiveness, positive attitude, leadership, entrepreneurial competencies, opportunity evaluation and business model & plan' for IAS, IFS & ISS officers, corporate in various MNCs, Public and Private sectors. She is able to create an ideal blend of Leadership, Entrepreneurship and Communication in her training programs, few of the most potential skills critical to creating success stories for Organizations in today's certain times.

A Ph.D. from IIT Kanpur and also the recipient of the prestigious Certification with Honours on 'Mentor Development Program for Entrepreneurs' jointly conducted by London Business School and National Entrepreneurship Network (2011). Being a certified mentor she has been successfully mentoring entrepreneurs. Her passion though, remains 'Student Start-ups'. She has been felicitated by TiE New Delhi for her contribution as a Mentor to the TiE Young Entrepreneurs (TYE:2014-15). She has been on the 'Mentoring Board' of IIT Kanpur Entrepreneurship Cell and Amity University. At FORE she is also the Prof. In-Charge of the Centre for Entrepreneurship Development. She can be reached at: <anita@fsm.ac.in>.

FORE School of Management
Management Development Programme

Effective Communication and Presentation Skills

September 17-18, 2018
Registration Form

Name: _____

Designation: _____

Organisation: _____

Office Address: _____

Phone: Office _____

Mobile: _____

Email: _____

Fax: _____

Your expectations from the Programme: _____

Residential / Non Residential _____

Payment Options

Online Payment

Programme fees can be paid through credit / debit card / net banking. Please logon to FORE website http://www.fsm.ac.in/exe_openmdpcalendar20182019.html for online registration and payment.

Offline Payment

Programme fees can be paid through Local Cheque / DD
If attached please give details

Local cheque / DD No. _____ Date _____ Amount _____

Signature

(Please return the completed form by post
or email: exed@fsm.ac.in, to:

Executive Education Office
FORE School of Management
B-18, Qutub Institutional Area
New Delhi 110 016

Note: Please feel free to make copies of this form for additional registrations.