

# Effective Communication and Presentation Skills

**Duration: 2 days**

**Date: September 12-13, 2019**

**Programme Director : Prof. Anita Tripathy Lal**

**Fees : Rs. 16,000 (Non-Residential)\***

**Rs. 28,000 (Residential)\***

**Plus GST @18%**

## 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 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 and theatre. 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.

## **PROGRAMME DIRECTOR**

**Prof. Anita Tripathy Lal:** .Ph.D. (IIT-Kanpur), Certified Mentor (London Business School) , Experience: 23 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 23 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 'interpersonal 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 uncertain 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](mailto:anita@fsm.ac.in)>.