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Communication Skills

Introduction

Communication is the essence of civilization, and of human life itself. We start communicating the moment we are born.

Yet Communication as a skill is taken for granted. The importance of communication skills cannot be over emphasized. The most effective people are those who have understood it's importance and used it to their advantage.

The modern professional is faced today with a world of work which is spinning so fast that the chances of success are very slim. Success depends on the ability to make an immediate impact and lasting connections with the needs and expectations of a knowledgeable and demanding customer.

Being able to communicate effectively is therefore essential if you want to build a successful career. To do this, you must understand what your message is, who is your audience and how it will be perceived.

Content

After attending the program, the participants will be able to:

- Audit their communication skill
- Understand the structure and process of "Effective Communication"
- List the barriers to communication
- Take back tips to communicate assertively

Who should attend

The content will be suitable for middle and high school teachers.

About the resource person

Sunita Chandiramani is a free lance trainer with over 10 years of experience, 8 of which have been with ICICI Bank Learning Centre. She has facilitated training programs at their centres in Khandala and Mumbai as an in-house trainer.

Dates and Timings

Friday, 29 January 2010: 2pm to 6pm

Saturday, 30 January 20: 9 am to 1pm

Venue

Keystone Training Centre

B 1 Hermes Vishal (Opposite Natural Ice cream), Lane no.7, Koregaon Park, Pune 1

Investment

Rs. 1200 per teacher

Rs. 2000 for 2 teachers from one school

MK Foundation

Address: B-1 Hermes Vishal, Opposite Natural Ice Cream, Lane No. 7, Koregaon Park, Pune - 411001.

Contact

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