

## **Communication Skill Development**

### **Inaugural Programme: September 10, 2012.**

The Inaugural Programme was presided by Dr. V. Gopakumar, Principal of CET. The chief guest for the function was Professor Hridayakumari, an acclaimed author and teacher known for her expertise in written and oral communication. The other invited guests included Prof. G. L. Valsala, P.G. Dean; Prof. S. Shabu, U. G Dean and renowned corporate trainers like cdr. Tomy Tharian and Mr. Menon, HODs and faculty of other departments. The inaugural programme started with the welcome speech by Dr. Chandramohan, Director, Department of Business Administration, followed by the Presidential address by Dr. V. Gopakumar. The inaugural address by Professor Hridayakumari was inspiring and thought provoking. Lighting the Lamp ceremony marked the formal inaugural of the Communication Skill Development Training Programme. This was followed by felicitations by Prof. Valsala and Prof Shabu and Vote of Thanks by Ms. Dhanya. J. S, Programme Coordinator.

### **Ice Breaking Session - September 10, 2012. (FN)**

The session was handled by Ms. Dhanya, Programme Coordinator. The objective of the programme was to throw insight into the need and importance of the Communication Skill Development Training Programme.

### **Role of Oral Communication in Educational Institutes - Sept 10, 2012 (AN Session)**

The session was handled by cdr. Tomy Tharian and Mr. Menon who emphasized on the principles of Effective Oral communication drawing illustrations from day to day examples and with Role Plays.

### **Behaviour Training and Conversation Control - Sept 11, 2012(FN Session)**

The session was handled by Mr. Menon who explained the need for behaviour training and conversation control with several video clippings and management games. The session was a highly interactive one.

### **Principles of Effective Writing - Sept 11, 2012 (AN Session)**

The session was handled by Dr. Joji Lal, an expert in all facets of Written communication who made the session very interactive with exercises on framing Business Letters, memos, circulars, agenda and minutes.

### **Technology and communication - Sept 12, 2012 ( FN Session)**

The session was handled by Mr. James Xavier, working as Business Analyst in Ernst and Young. The session highlighted the aspects of latest technological developments that have made communicating effectively a realizable task.

### **NLP and FIRO -B - Sept 12, 2012 (AN Session)**

The session was handled by Dr. Prasad Sunder Rajan, a commended author and speaker at premier institutes like IIM. The resource person brought out the practicality of NLP and FIRO ♦ B and motivated the participants to critically evaluate any theory or technique before accepting it as an aphorism.

### **Personal Grooming and Development - Sept 13, 2012(FN Session)**

The session was handled by Prof. Ramesh Vemuganti , an applauded trainer and academician who brought out the importance of Personal Grooming and Development to be successful in career as well as personal life. The session included Role Plays, Situation Analysis and Debate to encourage the participants to realize importance of personal grooming and development.

### **Art of Talking Without words - Sept 13, 2012 (AN Session)**

The session was handled by Mr. Ajaikumar an acclaimed corporate trainer. The session covered the various facades of Non verbal Communication like paralanguage, Proxemics and Kinesics which is generally ignored but its mastery is inevitable for Effective communication. The session included several management games and interactive forums that paved way for a consensus among the participants about the significance of Non verbal communication.

### **Hosting and Participating in Conferences and Seminars and Making Effective Reports - Sept 14, 2012 (FN Session)**

The session was handled by Prof. Samson Thomas, a senior academician who is an expert in the subject. The session included more interactive forums and suggestion pools to make conferences and seminars a success. A mock conference topic was given to the participants to prepare a programme schedule and detailed budget.

### **Language Lab - Sept 14, 2012 (AN Session)**

The five days training programme concluded with language lab highlighting on the practical application of all the sessions that was included as a part of the training programme. The participants got an insight into the importance of Language Lab in educational institutes.

### **Valedictory and Feedback Session - Sept 14, 2012.**

The five days training programme on Communication Skill Development concluded with a Valedictory session. The session began with a welcome speech by Dr. Chandramohan, Director, (Department of Business Administration). Dr. V. Gopakumar presided over the function and other invited guests included Prof . G. L. Valsala, P. G. Dean; Prof. S. Shabu, U.G Dean; Ms. MeeraKumari, HOD (Evening Classes); Prof. David, HOD (Department of Electronics and Communication; Prof. Samitha, HOD (Department of Mechanical Engineering) and Prof. Sivakumar, Professor (Department of Mechanical Engineering). The certificate of Participation was awarded to the participants by Dr. V. Gopakumar, Principal of CET. The participants were invited to share their experience during the training programme and their feedback on the efficacy level of the training programme. All the participants gave a good feedback regarding the benefits derived from the training programme and the way the programme was organized. There was suggestion to increase the number of participants to 30. The session concluded with a Vote of Thanks by the Programme Coordinator.



