

Annexure -A

Training Module

PROPOSAL OF CERTIFICATE COURSE IN COMMUNICATION SKILLS.

<u>COURSE TO BE OFFERED</u>		
<u>Date</u>	<u>Topics.</u>	<u>Duration</u>
Day 1	Introduction - briefing of the topic.	1 hr
	What is Communication.	1 hr
Day 2	Qualities of good communicator.	1 hr
	Qualities of good communicator.	1 hr
Day 3	Qualities of good communicator.	1 hr
	Qualities of good communicator.	1 hr
Day 4	Rules for effective communication.	1 hr
	Requirement of effective communication	1 hr
Day 5	Non verbal body language.	1 hr
	Non verbal body language.	1 hr
Day 6	Non verbal body language.	1 hr
	Non verbal body language.	1 hr
Day 7	Communication barriers.	1 hr
	Communication barriers.	1 hr
Day 8	Benefits of effective communication.	1 hr
	Benefits of effective communication.	1 hr
Day 9	Voice modulation - Introduction.	1 hr
	Voice modulation - 5 P's.	1 hr
Day 10	Volume, emphasis, inflection.	1 hr
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Day 11	Intonation	1 hr
	Intonation	1 hr
Day 12	Public speaking.	1 hr
	Tips on voice modulation during public speaking.	1 hr
Day 13	Tips on voice modulation during public speaking.	1 hr
	Tips on voice modulation during public speaking.	1 hr
Day 14	How to overcome Glossophobia.	1 hr
	How to overcome Glossophobia.	1 hr
Day 15	Speaking skills.	1 hr
	How to convey your message effectively.	1 hr

Day	Tips on improving speaking skills.	1 hr
16	Tips on improving speaking skills.	1 hr
Day	Proper pronunciation.	1 hr
17	Proper pronunciation.	1 hr
Day	Role playing - interactive session.	1 hr
18	Role playing - interactive session.	1 hr
Day	Communication and networking.	1 hr
19	Communication and networking.	1 hr
Day	Active listening.	1 hr
20	Empathy and listening skills.	1 hr
Day	Group activity - Group discussions.	1 hr
21	Group activity - Group discussions.	1 hr
Day	Group activity - Group discussions.	1 hr
22	Group activity - Group discussions.	1 hr
Day	Expressions - How to reflect emotions.	1 hr
23	Expressions - How to reflect emotions.	1 hr
Day	Trendy sentences in today's scenario.	1 hr
24	Trendy sentences in today's scenario.	1 hr
Day	Interactive session / Questionnaire.	1 hr
25	Interaction and Feed Back	1 hr

For whom: - all post graduate students of any department.

Teaching methodology: - On line