Annexure -A

Training Module

PROPOSAL OF CERTIFICATE COURSE IN COMMUNICATION SKILLS.

1Whats Communication.1 hrDayQualites of good communicator.1 hrDayQualites of good communicator.1 hrDayQualites of good communicator.1 hrDayRulesfor effective communication.1 hrDayRequirement of effective communication.1 hrDayNon verbal body language.1 hrDayNon verbal body language.1 hrDayNon verbal body language.1 hrDayCommunication barriers.1 hrDayCommunication barriers.1 hrDayBenefts of effective communication.1 hrBenefts of effective communication.1 hrDayVoicemodulation - Introduction.1 hrDayVoice modulation - 5 P's.1 hrDayVolume, emphasis, inflection.1 hrDayIntonation1 hrDayPublicspeaking.1 hrDayPublicspeaking.1 hrDayTips on voice modulation during public speaking.1 hrTips on voice modulation during public speaking.1 hrTips on voice modulation during public speaking.1 hrTips on voice modulation during public speaking.1 hr			
Day Introduction - briefing of the topic.			
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15	Day		
	15	How to convey your message effectively.	

1		·	1 hr
Day 16		s on improving speaking skills.	1 hr
		s on improving speaking skills.	1 hr
Day 17	_	pper pronunciation.	1 hr
	Pr	oper pronunciation.	1 hr
Day	Ro	le playing - interactive session.	1 hr
18	Ro	le playing - interactive session.	1 hr
Day		mmunication and networking.	1 hr
19	Co	mmunication and networking.	
Day 20	A	tive listening.	1 hr
	Er	npathy and listening skills.	1 hr
Day 21	·G	roup activity - Group discussions.	1 hr
		roup activity - Group discussions.	1 hr
Day		roup activity - Group discussions.	1 hr
22		roup activity - Group discussions.	1 hr
Day 23		kpressions - How to reflect emotions.	1 hr
		xpressions - How to reflect emotions.	1 hr
Day		rendy sentences in today's scenario.	1 hr
24		rendy sentences in today's scenario.	1 hr
Day		nteractive session / Questionnaire.	1 hr
25		nteraction and Feed Back	1 hr

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

Teaching methodology: - On line