Course Objective

- Identify common communication problems that may be holding them back.
- Develop skills to ask questions.
- Develop skills in listening actively and empathetically to others
- Learn what their non-verbal messages are convey others
- Enhance their ability to handle difficult situations
- Deal with situations assertively

Course Outcome

Participants will be able -

- Recognize different styles of communication and how to improve understanding and build rapport with others.
- Reflect on different methods of communication and decided when each is most suitable.
- Appreciate the role of body language and voice tone in effective communication.
- Communicate their message in an effective and engaging way for the recipient.

Activities & Project

- Case study on conflict management at workplace
- Team building activities
- Role play on small talks
- Realtime scenario on handling difficult situation in college/workplace

Contact Details

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Who Can Attend?

Faculty and PhD Research Scholars

Course Coordinators from Academy

- **Dr. Gaurav Trivedi**, *Principal Investigator, E&ICT Academy, IIT Guwahati.*

Coordination Committee from Bapatla College

Advisor

- **Dr. V. Damodara Naidu,**
  Principal, Bapatla Engineering College
  EmailID: bec.principal@becbapatla.ac.in

Coordinator

- **Dr. Asha Madhavi Pagadala**
  Assistant Professor & Head, Dept. of English
  Email ID: hodenglish@becbapatla.ac.in
  Contact no: 9951507742

How to Apply?

Online – The participants may log on to the E&ICT Academy, IIT Guwahati website:
http://eict.iitg.ac.in/faculty_development.html
Direct Form Link is also provided:
https://forms.gle/ChjjYF5TVjPHiZYn8

Registration

No registration fees

Contact Hours for the Course
40 Hrs (Theory , Activities, Case Studies & Evaluation)

For details of the programme and course contents etc., please log on to Electronics and ICT Academy website: http://eict.iitg.ac.in/

An Initiative of Ministry of Electronics & Information Technology (MeitY), Government of India

Electronics & ICT Academy IIT Guwahati, Assam

Online

01 Week Faculty Development Programme

Communication and Management Skills at Workplace (14-19 March, 2022)

Organized in Association with

Department of English, Bapatla Engineering College, Guntur, Andhra Pradesh

& Support from

SkillGym

Course Date: 14 - 19 March, 2022
Last Date of Registration: 10/03/2022
Online Registration Link will be open from: 12/02/2022
Per Day Timing: 10:00 am to 05:00 pm