

SKILL DEVELOPMENT TRAINING

on

“Communication Skills and Personality Development”

November 12-13, 2018

Jointly Organized by

Skill Development Cell & and Department of English
and Foreign Languages

GURU GHASIDAS VISHWAVIDYALAYA,

Bilaspur (Chhattisgarh), India.

Background

Communication involves the transfer, or rather, exchange of ideas, information, understanding, feelings, emotions, etc. between individuals. It can be defined as “who says what and why to whom through which channel with what effect”. The ability to communicate convincingly enhances an individual’s personality and sets him/her apart from others. The purpose of this course is to develop skills and techniques necessary for effective communication, public speaking and personality development. It will help the participants to communicate better and speak with confidence with individuals, officials, participate actively in meetings, conferences and also to speak from platforms.

Objectives of the Workshop:

1. To develop effective communication skills
2. To develop effective presentation skills
3. To promote the strategies for personality development
4. To master inter-personnel skills, team management skills, and leadership skills

Organizing Committee

PATRON

Prof. Anjila Gupta, Honorable, Vice-Chancellor.
Guru Ghasidas Vishwavidyalaya (A Central University), Bilaspur.

COURSE COORDINATOR

Dr. Archana Kumari, Assistant Professor, Department of English and Foreign Languages

COURSE CO-COORDINATORS

Dr. Shabana Yasmin Khan, Dr. Prasenjit Panda, Dr. Ashutosh Singh
Assistant Professors, Department of English and Foreign Languages
Guru Ghasidas Vishwavidyalaya (A Central University), Bilaspur.

Registration fee: Rs 300/-from each participant

Target group: UG/PG students, Research Scholars, young researchers

Number of seats: 150

Program schedules

12.11/2018: Communication and Presentation Skills	
08.30 – 09.45 AM	Registration of participants
10.00 – 10.30 AM	Inaugural Session
10.30 – 11.00 AM	Tea Break
11.00 AM - 12.30 PM	Technical session I
12.30 – 02.00 PM	Technical session II
02.00 - 03.00 PM	Lunch Break
03.00 – 04.30 PM	Technical session III
04.30 – 06.00 PM	Technical session IV
13/11/2018 : Personality Development	
9.30 – 11.00 AM	Technical session V
11.00 AM –12.30 PM	Technical session VI
12.30 PM – 02.00	Technical session VII
: 02.00 – 03.00 PM	Lunch Break
03.00 – 04.30 PM	Technical session VIII
04.30 – 05.30 PM	Valedictory Session

REGISTRATION FORM
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Date: November 12-13, 2018

Venue: E-Class-room, IT GGV

1. Name:.....
2. Course, semester, and Department:.....
3. Address:.....
.....
4. Mobile No:.....
5. Email:.....
6. Qualification:.....
7. Experience related to communication skills and personality development course (if any)
.....
8. How the workshop will be helpful for your future plan/career.....
.....
.....

Note. Adjustment of attendance for attending this workshop in lieu attending the regular classes shall be done as per the University rules.

Signature of the participant

Date:

Forwarded by

Head of the Department
(Signature and Date with Seal)

For further information please contact the Course Coordinator and Co-coordinators:

Dr. Archana Kumari (9406218921), Dr. Shabana Yasmin Khan (9826191711),
Dr, Prasenjit Panda (9770691045), Dr. Ashutosh Singh (9407691925)
Assistant Professors, Department of English and Foreign Languages, GGV, Bilaspur (CG)

Received Rs.as Registration fee for skill development training on
“Communication Skills and Personality Development”, jointly Organized by Skill Development Cell and
Department of English and Foreign Languages

Signature