



## MADRAS MANAGEMENT ASSOCIATION

Presents

# A One-Day Workshop On Effective Communication Skills

Date : Friday, 06th June 2025

Time : 09:30 AM - 05:30 PM

Venue : Madras Management Center, Chennai

## Workshop Objective

One-day workshop on "Effective Communication Skills" is tailored for professionals seeking to enhance their ability to convey ideas clearly and confidently in the workplace. Participants will learn essential communication techniques, including verbal and non-verbal skills, active listening, and conflict resolution. The workshop will also cover strategies for impactful presentations and professional email communication. By the end of the day, attendees would have gained practical tools to build rapport, influence others, and navigate professional interactions with greater ease and effectiveness. This workshop is ideal for business executives, managers, sales professionals, customer service representatives, HR specialists, and anyone looking to advance their career through improved communication.

- Techniques for clear and persuasive speaking.
  - Body language and its impact on communication.
  - Skills to listen more effectively and respond appropriately.
  - Strategies to manage and resolve conflicts constructively.
  - Public speaking and presentation abilities.
  - Techniques for establishing trust and rapport with colleagues and clients.
  - Effective Email writing skills.
  - Give constructive feedback
  - Use assertive communication while handling conflicts.
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- Business Executives
  - Managers and Team Leaders
  - Sales Professionals
  - Customer Service Representatives
  - Human Resources Professionals
  - Marketing and Any Professional Seeking to improve their overall communication skills for career advancement.
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- Speak with confidence
  - Make impactful presentations
  - Build oral & written communication skills.
  - Learn the art of communicating at your workplace
  - Understand the styles of body language used in different situations
  - Write effective emails.
  - Give constructive feedback
  - Use assertive communication while handling conflicts



## **Ms. Vijayanthi Jagannathan**

- Vijayanthi Jagannathan is a seasoned HRD consultant with a rich background in soft skills training for both corporates and educational institutions. With over two decades of experience as a professional, she has honed her skills in developing integrated training solutions aimed at organizational excellence. Having conducted over 3000 attitudinal and behavioral programs in English, Hindi, and Tamil, she brings a wealth of expertise to her workshops. Vijayanthi's workshops are characterized by a self-oriented approach, activity-based methodology, and flexible training style, making learning personalized, enjoyable, and effective. She holds a master's degree in Sociology and has lectured at esteemed institutions like Stella Maris College, Eliphinstone College, and St. Xavier's College. Her areas specialisation include Personal Effectiveness, Communication Skills, Team Building, and Time Management.

**Rs. 1800 + 18 % GST for  
MMA members**

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for Non - Members**

Early bird 5% for  
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participation fee on or  
before 30th May 2025

\*Fee once paid will not be  
refunded.

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## Contact us

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