

Effective Communication Skills

06 June 2025 09:30 AM - 06 June 2025 05:30 PM

Brief Overview:

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.

Session content:

- 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.

For Whom:

- 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.

Key Takeaways:

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.

Facilitator profile:

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 selforiented 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 of specialization include Personal Effectiveness, Communication Skills, Team Building, and Time Management.

Fee Details:

- **Fee Details**
- Member amount : Rs 1900.00- (Including 18%GST)
- Non Member amount : Rs 2800.00- (Including 18%GST)
- Total Member count :