



A Five-day Certificate
course on
**Communication
skills**

02-06 May 2023

Organized by

Department of Engineering
Sciences And Humanities

**Atma Malik Institute
of Technology and
Research
(An IQAC Initiative)**

[Affiliated to MSBTE, Mumbai,
Approved by AICTE, New Delhi & DTE,
M.S.]

At: Mohili, Post: Aghai, Via Kalyan,
Dist.: Thane, 421301



Resource Person:

Mrs. Manali Ramnarayan

Coordinator: Prof. Tejaswini Nehe

Course Objective :-

The main objective of this course is to empower professionals with—

- the understanding of the essential components of effective communication
- real-time feedback on their language structure, tone and non-verbal nuances
- the ability to recognise flaws in their own communication style
- capability to practice recommended methods for effective communication and make personal improvements
- understanding of the importance of effective communication personally and professionally
- express ideas fluently through conversation
- use their words, tone and posture to match the objective of their communication successfully
- techniques to build rapport easily
- use assertiveness to bring out the best in one's communication

Course Content :-

Module-1 :	Duration :	04 Hours
Introduction to Effective Communication: The Characteristics of an Effective Communicator Importance of Communication in the 21st Century Communication Self-Assessment Basics of Communication Elements of Effective Communication Summary		
Module-2 :	Duration :	04 Hours
Core Components of Effective Communication: An Introduction Components of Communication - Verbal Communication Importance of the Tone Non - Verbal Communication Application and Practice Assessment and Personal Constructive Feedback		
Module-3 :	Duration :	04 Hours
Effective Verbal Communication: What You Say Matters Effect and Impact of Power Words Positive Communication Words for Success Words to Avoid Practice Activities & Constructive Feedback		
Module-4 :	Duration :	04 Hours
Vocal Impact: Introduction The 'How' of Effective Communication Pronunciation and Syllable Stress Common Grammatical Errors Construct Effective Sentences Word Stress for Vocal Impact Role-plays and Constructive Feedback		
Module-5 :	Duration :	04 Hours
Non-Verbal Communication: Introduction Body Language Elements of Non-Verbal Communication Do's and Don't Interpretation of Various Body Signals Recommended Postures for Workplace Communication Summary and Practice.		
Module-6 :	Duration :	03 Hours
Role of Listening in Communication: Introduction Listening The Impact of Listening on Communication The 3 Levels of Listening Listening with Empathy How to Display Effective Listening Practice Activities & Constructive Feedback		
Module-7 :	Duration :	04 Hours
Probing and Acknowledgment: Introduction Questioning Skills Use of Effective Probing In Communication What is Acknowledgement? Benefits of a Sincere Acknowledgements The Conversation Cycle Rapport Building Summary & Assignment.		
Module-8 :	Duration :	03 Hours
Assertive Communication: Types of Communication Introduction to Assertiveness The Art of Assertive Communication Applying Communication Components Effectively Cross-cultural Communication Summary & Personal Constructive Feedback Personal Development Plan		



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Vishwatmak Jangli Maharaj Ashram Trust's

Atma Malik Institute of Technology & Research (AMRIT)

Department of Department of Engineering Sciences and Humanities

ACAD-DI-68	Notices for Certificate Course	Academic Year: 2022-
Rev : 00		Semester: EVEN
Date: 11/07/2022		

Date 17/04/2023

We would like to let you know that our college will begin a certificate programme on the following topics from May 02 through May 06, 2023 (5 Days):

EFFECTIVE COMMUNICATION SKILLS

The course is free, and those who successfully complete it will receive certificates from the college that will be useful to them in the future.

The first person who arrives gets in.

Seating is constrained.

For registration, Contact:

Prof. Tejaswini Nehe , Assistant Professor, DESH

Prof. Vaishnavi Rajkor , Assistant Professor, EXTC Department

Prof. Swati Sonawane , Assistant Professor, Civil Department.

Prof. Jagruti Gujare , Assistant Professor, Computer Department.

Prof. Sonali Patil, Assistant Professor, Mechanical Department.

Program Coordinator

Principal



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Atma Malik Institute of Technology & Research (AMRIT)
Department of Engineering Sciences And Humanities

ACAD-DI-59	One Page Activity Report	Academic Year: 2022-23
Rev : 00		Semester: EVEN
Date: 11-7-2022		

- Faculty Name – Prof. Tejaswini Nehe

- Date –08/05/2023

- Planned Activity – Certificate course in Communication Skills

- Permission from Authorities –Hon. Presidents, R/S. Principal (AMRIT), HOD (DESH)

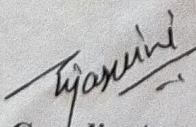
- Implementation Details – From 02/05/2023 To 06/05/2023

- Issues –NA

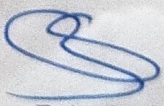
- Conclusion –All First year students enrolled in the program and successfully completed the program. Students Participated in each activity organised through this event.

- Feedback Report-Photos, Registration form , Feedback form.

- Completion Report –Successfully Conducted.


Coordinator
Prof. Tejaswini Nehe




Principal
Dr. D. D. Shinde