

**REGIONAL TRAINING INSTITUTE,
JAIPUR-302015**

**Course on 'Effective Communication, Language and Drafting skills
(Including Draft of Factual Statement/Draft Para)'
From 07.09.2020 to 09.09.2020.**

PROGRAMME			
SESSION TIMINGS		NON-SESSION TIMINGS	NON-SESSION DAYS
From 9.45AM to 10.00AM I 10.00 AM to 10.45 AM II 11.00 AM to 11.45 AM III 12.00 Noon to 12.45 PM IV 1.00 PM to 01.45 PM		10.45 AM to 11.00 AM 11.45 AM to 12.00 Noon 12.45 PM to 1.00 PM	--Nil--
DATE & DAY	SESSION	TOPIC	FACULTY S/Shri/ Ms.
07.09.2020 (Monday)	I&II	Communication: Meaning and importance; Communication as a important tool of organization; Types of communication Written communication, Verbal and Nonverbal/Body language communication its merits and demerits; characteristics of a good communication system; One way versus Two way communication	Prof. R.K.Chaubisa Retired faculty HCMRIPA Jaipur
	III & IV	Communication of Audit Observation through Audit quarry framing, Communication of result of audit through Inspection report and Characteristics of good IR.	Rakesh Vijayvergia Core Faculty
08.09.2020 (Tuesday)	I	<ul style="list-style-type: none"> •Communicate effectively in a multicultural environment •Active listening •Communication planning •Clarifying and Questioning during communication 	Nitin Saraswat Director, ACE Institute Corporate Training Wing
	II	Effective communication through noting (file noting) and Drafting of letters, O.M, DO letters etc.	Rakesh Vijayvergia Core Faculty/RTI
	III&IV	Drafting of a Factual Statement/Draft Para	Sh. Gajendra Chauhan Sr. A.O O/o the AG (Audit-II) Rajasthan
09.09.2020 (Wednesday)	I&II	Effective communication in work place; challenges in communication; understand your interpersonal communication and conflict styles; dealing with different communication styles; practical skills for communicating with all internal and external stakeholders	Nitin Saraswat Director, ACE Institute Corporate Training Wing
	III& IV	Evaluation and Valediction	DG/RTI

(There will be an introductory session on 07.09.2020 from 9.45 am to 10.00 am to understand 'Basic features of MS teams' and after that Director General will address to all participants)

Course Director