

Day	Session No.	Session Time	Topic	Faculty
2025-09-01, Monday	Session 1	10:15 - 11.30	Communication: Meaning and importance; Communication as an important tool of organisation; Types of communication, Verbal and Nonverbal/Body language; One way versus Two-way communication, Digital communication etiquette for hybrid/remote work. : Communication: Meaning and importance; Communication as an important tool of organisation; Types of communication, Verbal and Nonverbal/Body language; One way versus Two-way communication, Digital communication etiquette for hybrid/remote work.	Dr. R. K. CHOUBISA, PROFESSOR
	Session 2	11:45 - 13.00	Communication in workplace and appreciating diversity in workplace. Communication in Formal and informal organisations; how informal communication affects the working environment of organisations; its merits and demerits; characteristics of a good communication system; communication barriers (physical, psychological, semantic, cultural). : Communication in workplace and appreciating diversity in workplace. Communication in Formal and informal organisations; how informal communication affects the working environment of organisations; its merits and demerits; characteristics of a good communication system; communication barriers (physical, psychological, semantic, cultural).	Dr. R. K. CHOUBISA, PROFESSOR
	Session 3	14.00 - 15.15	Foundation of communication Importance of verbal communication Role of non-verbal communication in life scenarios Common communication barriers in workplace and strategies to deal with them Activity: Abstract to concrete theme with role play : Foundation of communication Importance of verbal communication Role of non-verbal communication in life scenarios Common communication barriers in workplace and strategies to deal with them Activity: Abstract to concrete theme with role play	Ms. Anuradha Banerjee Ghosh, Personality development Trainer
	Session 4	15.30 - 16.45	Cs of communication in presentation How to apply PREC methodology in professional presentations, group discussions and meetings Mehrabian model of communication at workplace Activity- Idea presentation : Cs of communication in presentation How to apply PREC methodology in professional presentations, group discussions and meetings Mehrabian model of	Ms. Anuradha Banerjee Ghosh, Personality development Trainer

			communication at workplace Activity- Idea presentation	
2025-09-02, Tuesday	Session 1	10:15 - 11.30	Role of effective communication in media outreach : Role of effective communication in media outreach	Ms. Manju Meena, Head of News, DD Rajasthan
	Session 2	11:45 - 13.00	Communication as a Motivational Driver- Recognize how clarity, transparency, and consistency in communication foster trust and reduce ambiguity, boosting motivation; Effective leadership is all about communicating effectively: Connecting Leadership and Communication. How Communication improves Leadership qualities. : Communication as a Motivational Driver- Recognize how clarity, transparency, and consistency in communication foster trust and reduce ambiguity, boosting motivation; Effective leadership is all about communicating effectively: Connecting Leadership and Communication. How Communication improves Leadership qualities.	Mr. Rajesh Kumar Maheshwari, Senior Audit Officer
	Session 3	14.00 - 15.15	Active listening and empathy Techniques of paraphrasing, questioning and summarizing during scenarios Reflective listening with Carl Rogers- person centered model Activity: follow the thought : Active listening and empathy Techniques of paraphrasing, questioning and summarizing during scenarios Reflective listening with Carl Rogers- person centered model Activity: follow the thought	Ms. Anuradha Banerjee Ghosh, Personality development Trainer
	Session 4	15.30 - 16.45	Feedback management □ Conflict management Best practices of feedback management : Feedback management □ Conflict management Best practices of feedback management	Ms. Anuradha Banerjee Ghosh, Personality development Trainer
2025-09-03, Wednesday	Session 1	10:15 - 11.30	The Leader as a Communicator- indispensable role of communication in leadership effectiveness; Leader & influence through words and actions; Understand how effective communication establishes team norms and roles; communication techniques central to coaching and mentoring employees : The Leader as a Communicator- indispensable role of communication in leadership effectiveness; Leader & influence through words and actions; Understand how effective communication establishes team norms and roles; communication techniques central to coaching and mentoring employees	Mr. Abhishek Arora, Co-Founder, Personal Reflection
	Session 2	11:45 - 13.00	Transactional analysis - advanced communication skills : Transactional analysis - advanced communication skills	Mr. Abhishek Arora, Co-Founder, Personal Reflection

	Session 3	14.00 - 15.15	Key motivational theories (e.g., Maslow Hierarchy, Herzberg& Two-Factor, Expectancy Theory); how elements of these theories directly related to communication practices. : Key motivational theories (e.g., Maslow Hierarchy, Herzberg& Two-Factor, Expectancy Theory); how elements of these theories directly related to communication practices.	Mr. Rajesh Kumar Maheshwari, Senior Audit Officer
	Session 4	15.30 - 16.45	End Course Assessment, Feedback and Valediction : End Course Assessment, Feedback and Valediction	