

Structure Programme 2 days
Post-Programme ½ day
For Whom Junior Management
Group size 18-20

The background of the page features two stylized human figures in business attire, rendered in black with various colored accents (red, yellow, blue). The figure on the left is standing upright, while the figure on the right is leaning forward with one arm raised. The overall style is modern and abstract.

EFFECTIVE COMMUNICATION *Skills*

BENEFITS

Participants will be able to:

Develop the key Communication Skills required in life.

Work more productively and joyfully through communication effectiveness.

Build self confidence

Pragati Leadership Institute Pvt. Ltd.

Energising Organisations through Wholesome Leadership

Welcome to Pragati...

The Pragati Group includes Pragati Leadership Institute (P) Ltd., Good Work Center and Pragati Foundation (an NGO).

Pragati Leadership Institute (P) Ltd. was founded in 1986 with a vision to facilitate love-inspired leadership development in individuals and organisations. We do this by creating & delivering effective learning products and services that are well researched, simple and inspiring. We work to unleash people potential for all-round results.

Our paradigm of Wholesome Leadership integrates the systems oriented thinking of the West with the spirituality of the East. The unique integration unfolds the hidden founts of leadership at every level within the organisation.

Over 550 organisations have benefited through us in the past 20 years.

Our clients are from diverse businesses such as consumer goods, industrial products, financial sector, information technology, manufacturing, insurance and other service sectors.

CONTENTS

Basics of Communication
Barriers to Communication
Verbal Vs. Non-verbal Communication
Active Listening
Assertiveness
Giving and Receiving Feedback
Speaking Effectively
Action Planning for enhancing Personal & Organisational Communication



METHODOLOGY



- *Experiential Learning*
- *Ample use of role plays, real life examples, discussions, experience sharing*
- *Story telling, music, dance & drama*



PRAGATI

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