

**CCE – CEP
TRAINING PROGRAMME**

On

**Effective Communication and
Soft Skills**

10–12 September 2021

Coordinators:

Dr. Avishek Parui

Dr Merin Simi Raj



Organized by

**Department of Humanities & Social Sciences
Indian Institute of Technology Madras**

COURSE DESCRIPTION

In today's world, to be able to communicate and convince is the key to success. Skillful and strategic communication has proven to be a significant vector in engaging with conflicts, negotiations, persuasions, and closings. One that makes the difference between the regular and the achiever in any system. The course Effective Communication and Soft Skills is a training in communication and soft skills aimed to help one cross the bridge from confusion to clarity and to make one acquire the required language, communication, and soft skills in their workplace. It is aimed at students stepping into the corporate world and professionals looking to excel in their workplace. It will make the takers of this course see distinctive, lasting and tangible improvements in their professional careers, resulting in placements, promotions, transitions, and growth opportunities.

COURSE CONTENTS

1. Verbal and Non-Verbal Communication - Understand, Strategize, Practise
2. Six Soft Skills to make a mark in the Workplace
3. Presentation Skills
4. Interview Skills
5. Business Writing — Email
6. Business Writing — Technical Report

COURSE MATERIAL

Each registered participant will be provided with comprehensive session materials and notes.

RESOURCE PERSONS

Priyanka Saha

Communications Expert and Trainer
CEO, Skillskapes Private Limited

Dr. Natasha Cooper

University College, London

Sheba Sanjay

Editorial and Professional Skills Training
Consultant, IIT Bombay -Monash Academy

Dr. Sruthi Vinayan

Communications Faculty, IIM Indore

Sharoon Rubinstein

Freelance Communications Expert and Consultant

Priyanka V

Freelance Communications Expert and Consultant

COURSE TIMINGS & VENUE

10 September, Friday	9:00 AM – 3:00 PM
11 September, Saturday	9:00 AM – 3:00 PM
12 September, Sunday	9:00 AM – 3:00 PM

Lectures will be delivered in online mode only. The online joining credentials will be shared with the registered participants.

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Application Form

Name (block letters): _____

Designation: _____

Organization: _____

Address for communication: _____

Pin code: _____ Ph. No.: _____

Fax No.: _____ E-mail: _____

Highest Academic Qualification: _____

Specialization: _____

Experience (in years):

(a) Teaching: _____ (b) Industrial: _____

All data provided are true to the best of my knowledge and belief. Kindly register me for the short-term course on “ _____ ” related to _____ ” to be held at IIT Madras.

Place: _____

Date: _____

Signature of the Applicant

ELIGIBILITY

The course is open to Students and Faculty in backgrounds across all branches in Engineering Colleges, Deemed Universities and Consulting Industries, India and abroad.

Course Fees: 4000 INR

Please email the filled-in registration form to training.skillskapes@gmail.com along with a scanned copy of the remittance.

NEFT transfer may be remitted to the following account of CCE IIT Madras:

Account No.: 36401111110

Bank Name: State Bank of India (SBI)

IIT Madras branch,

Chennai, India

SWIFT Code: SBININBB453

Bank IFSC Code: SBIN0001055

TAN Number: CHE304464F

PAN Number: AAAAI3615G

Service Tax Registration Number: AAAAI3615GSD001

GST Number: 33AAAAI3615G1Z6

IMPORTANT DATES

Last date for receiving filled application:

05 September 2021

Center for Continuing Education, IITM:

<http://www.cce.iitm.ac.in/>