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DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumarswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Communication Skills

Department: 2nd Sem MCA

Date: 16/05/2019

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Communication Skills			
3.	Date	16/05/2019			
4.	Time	9.00 am – 4.00 pm			
5.	Venue	4 th Floor, CD Sagar			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr Ajay Rao, Free-lance Communication Trainer			
7.	Topics Covered	How to improve communication, communication tact, communication with influence etc.			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	NA			
10.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	Nil	External:	Nil
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	21	External:	Nil
12.	Faculty Coordinator/s	Prof. Srivatsala			
13.	Student Coordinator/s	Ms. Ananya Shetty			
14.	Total Expenditure (Details to be enclosed)	NA			
15.	Sponsors and Amount (if any)	NA			
16.	Agenda of the Event (Enclose a copy)	NA			

Sl. No.	Particulars	Event related Details
17.	Report uploaded on college website? If yes, give details:	No
18.	Report sent to media? If yes, give details:	No
19.	Report uploaded in Social Media? If yes, give details:	No
20.	Certificates Printed? (Enclose a copy ^{***})	Yes
21.	Feedback Collected? (Enclose a copy ^{***})	NA
22.	Summary of the Event (Minimum 100 words)	Placement training plays a major role in shaping up the career goals of students. It is the dream of every student to get placed in a top organization. Keeping this key aspect into consideration, it is realized that training is important for students to enhance their skills and achieve good placement in various Industries. To build confidence in students and develop right attitude in them and to enhance their communication skills.
23.	Photographs of the Event (Attached)	Yes

Notes:

* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.

** Name / Organization / Designation / Area of Expertise

*** Format Copy need to be attached and hard copy need to be filed

PS: Whichever column is not applicable, write as NA.

V. Swatula
Event Coordinator

R. G. G. G.
IQAC Coordinator

[Signature]
Principal

4.	Communication Skills	16/05/2019	Mr Ajay Rao	2 nd Semester MCA students
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Description of the Event:

Communicating with Tact, Diplomacy, Poise, and Finesse: What to Say and How to Say It

Communicating with Tact, Diplomacy, Poise, and Finesse: What to Say and How to Say It is one of our oldest and most requested communication skills programs. It is an ideal solution for those seeking an interactive interpersonal skills course. The workshop covers academic theory along with practical tools participants can use immediately following the program. By the end of the course, participants will understand how to capitalize on their communication strengths, adjust to accommodate their weaknesses, effectively use office communication tools, and better handle difficult people and challenging situations.

The People Principle: Effective Communication for Anyone Working with Others This basic communication skills course covers the fundamentals of interpersonal communication. By the conclusion of this training workshop, participants should have a clear understanding of what good communication skills look like and what they can do to improve their abilities.

Power Networking: Communication Skills for Technical Professionals

During this communication course for technical professionals, participants will learn the secrets of those who make people skills seem easy: how to build personal credibility, how to deliver positive and negative feedback, how to improve listening skills, how to make small talk and rephrase for better relationships, how to deal with difficult people and handle negative situations, and more. This program is ideally suited for engineers, scientists, and others working technical fields.

Communicating with Influence: Message Management Skills for Managers and Supervisors

Effective communication is a critical element of successful supervision and leadership. By the close of this communication skills training program for managers, participants will understand how to: capitalize on their communication strengths, adjust to accommodate their weaknesses, give constructive feedback, handle difficult people, and run a business meeting.

The Face of the Office: Communication Skills for Administrative Assistants is the face of the office and the front line to departments or even whole divisions, administrative assistants need exceptional communication skills. By the end of this communication skills course for administrative assistants, program participants will understand how to be successful communicators while supporting others.

Photographs:



Photo 1: Students in training



Photo 2 : Students monitored by the Mr. Ajay Rao

Ajay Rao

A Communication Trainer with more than 5 years of experience in Pre-process Coaching, New Joiner, orientation programs and Conduct Public speaking/ Presentation Skills Program. Primary role involves in Training participants on Soft skills, Accent, Cultural sensitivity, Understanding of Telephone etiquette, Customer service concepts and selling skills. Provide coaching and support to all departments based on business needs. Develop and maintain all company training material. Provide feedback to the trainees in a timely manner. Provide coaching and support to all departments based on business needs. Deliver Learning and Development Module - Presentation Skills, Time and Stress Management, Conflict Management and Team Building.

Skills & Expertise

Social Media Marketing
Customer Service
Public Speaking
Advertising
Training
Management
Leadership
Coaching
Personal Development
Selling
Business Development

DAYANANDA SAGAR INSTITUTIONS
CENTRE FOR INNOVATION AND LEADERSHIP

Department: WCA (C.A.) Unit: 1
 Semester / Section: 2 Batch: 2013-2014 Date: 16.6.14

Sl. No	DEPARTMENT	NAME (CAPITAL LETTERS)	SIGNATURE	
			DATE	DATE
1		BHAVYASHREE T	[Signature]	[Signature]
2		SHARON BHONGA VIKRAJ	[Signature]	[Signature]
3		ANURUHA SINGHA	[Signature]	[Signature]
4		ANJALI GOSWAMI	[Signature]	[Signature]
5		ANUSHA P	[Signature]	[Signature]
6		ANUSHA	[Signature]	[Signature]
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