

FORE School of Management

Management Development Program on Effective Communication and Presentation Skills November 14-16, 2011, FSM Campus, New Delhi

Backdrop

We live in an era when the written and the spoken word - and the gesture - have become alarmingly important; they can make or break careers, contacts, and credit in the market place. Good communication skills have always been important in the workplace. They are even more vital today, when the changing workplace has brought these communication challenges: advances in technology, globalization, an increasing culturally diverse workforce, and the adoption of team-based organizational structures. Fed by global competition and global opportunities, contemporary organizations are making extensive use of project management, continuous process improvement, and work teams to encourage their employees to work and communicate collaboratively to solve complex workplace problems. The impact of globalization is twofold – multicultural workforce and global markets. Thus, competent communicators need to develop high level interpersonal skills for working in small groups as well as for writing and presenting collaboratively.

Objectives

- Empower individuals to be in greater control of themselves for personal growth
- Maximize on leadership skills and personal credibility
- Deliver captivating business presentations
- Write clear, concise, audience centric business messages
- Improve persuasion and influencing skills for better negotiations
- Appreciate nuances of cross cultural values and communication

Contents

- Communication to Lead and Excel
- Persuasive Communication Skills
- Influence through Written Analysis of Communication
- Characteristics and types of Nonverbal Communication
- Interpersonal communication at work place
- Public Speaking and Effective Presentation skills
- Cross Cultural Communication

Methodology

The programme is designed in a systematic manner to proceed from basic to advanced strategies and skills required by managers. The programme provides insights through real-life experiences, case studies, interactive discussions, inspiring films, and simulation exercises. Individualized coaching and feedback is offered through worksheets, checklists, and exercises. Presentation skills session will be backed by video recording, playback and feedback.

Who May Attend

Anyone who wants to improve his/her ability to influence, motivate, inspire and communicate with others. It will be of particular benefit to: New Managers, Sales and Marketing Managers, Project Leaders, Team leaders, Senior Managers, Consultants from Public Sector, Private Sector, Multinational Organizations, Government Departments and other sectors like Tourism, Hotel and Hospitals etc.