

IDAM LEARNING

Presents a workshop on 'effective communication'

“Dynamics of Powerful Communication”

(8th and 9th May 2008, Venue: Hotel Ambassador, Sujan Singh Park, Cornwallis Road, New Delhi)

Why this workshop?

The ability to communicate effectively is an essential skill every manager needs because most other managerial skills depend on her/his ability to communicate powerfully in writing or verbally, one-on-one or in a group; small or large, formally or informally. Research shows that the ability to communicate effectively is one of the top three skills leaders must possess to be successful in their careers. Yet we have observed during our conversations with managers across industries that even though this is a 'much-sought-after skill', very few managers have actually gone through a formal 'communications course'.

Who are the target participants for this workshop?

- Mid-senior management personnel who have 8-10 years work experience in any function.
- People who need to communicate with diverse audiences- customers, government officers, journalists, employees, peers
- Managers who need to use diverse media to communicate with their teams and various stakeholders both within and outside the organization.

What this workshop is about?

This program addresses some of the basic as well as complex issues relating to communicating in powerful ways:

- ✓ **How to write to attract the attention of the reader**
- ✓ **How to make presentations to generate interest and inspire people to initiate action**
- ✓ **How to enhance and enrich personal relationships through effective communication**
- ✓ **How to create 'new relationships' through social networking**

What will be the benefits of this workshop?

In this workshop, you will learn:

1. To structure your writing by striking the right tone and style and avoiding common semantic goof ups
2. To create presentations that engage the audience to initiate instant acknowledgement and action.
3. To manage meetings effectively and ensure that more is achieved in a shorter time period
4. To speak directly, confidently, persuasively and convincingly even in difficult situations
5. To listen attentively and therefore build connections

What will be the content of the workshop?

The **two-day workshop** will cover the following topics:

DAY 1	<p style="text-align: center;"><u>Session 1 (9.30 am – 1.00 pm)</u></p> <p style="text-align: center;"><i>How we speak</i></p> <ul style="list-style-type: none"> • Getting to know each other • Getting down to the basics: elements of communication • Learning to use your voice powerfully; intonation, modulation, speech, pitch etc... • Communicating convincingly, assertively, confidently and directly... 	<p style="text-align: center;"><u>Session 2 (2.00pm-5.30pm)</u></p> <p style="text-align: center;"><i>How we interact in groups</i></p> <ul style="list-style-type: none"> • Preparing for a presentation/ meeting • Managing your anxiety • Managing your body language • Telling stories with sensitivity and integrating experiences with wit and humour • Managing tough audiences, objections, resistance and responding to questions
	DAY 2	<p style="text-align: center;"><u>Session 1 (9.30 am – 1.00 pm)</u></p> <p style="text-align: center;"><i>How we listen and write</i></p> <ul style="list-style-type: none"> • Learning to listen attentively • Structured writing skills • Some exercises and examples • Being conscious of common errors and mistakes and how to eradicate them • Using the dictionary and thesaurus

What is the Methodology?

The workshop will be conducted in a highly engaging and interactive mode using the **Experiential Learning** methodology. We will use a mix of exercises and activities, role-play, physical activities, simulation, followed by reflection, sharing and practice sessions to ensure that the learning is imbibed.

Who are the Facilitators?

Paranjoy Guha Thakurta

Paranjoy is a journalist, an educator, a writer and a communicator with over 30 years of experience of working in various mass media – print, radio, television, the internet and documentary cinema. He has taught at some of India's leading educational institutions – including the IIMs at Ahmedabad and Kolkata, the IIT at Kanpur and the Lal Bahadur Shastri National Academy of Administration, Mussoorie. He has co-authored a book on coalition politics. He specializes in communication across levels with multiple perspectives. His sessions are especially meaningful due to the rich experience of reading, writing and anchoring over several years.

Shalini Tognatta

Shalini is a Post Graduate in information Technology from Canada and an accredited MBTI Trainer. In her 14 years of rich experience she has trained large number of people on Communication Skills, Presentation Skills, Training skills and various leadership skills. She has conceptualized, designed and conducted various skills and behavior based interventions for some of the leading Telecom and BPO organizations and also conducted a lot of workshops for middle and senior level executives. She has a rich experience in the areas of Adult learning and certified to use the DISC tool for Development and assessment

Uma Arora

Uma is the founder and chief facilitator of **Idam Learning**. She has over 22 years of experience of leading high performing teams in diverse range of industries in the areas of Education, Information Technology, Academic Testing and Business Process Outsourcing Organizations. She has certifications in 'Building leadership through Appreciative Inquiry' and 'Organization Development theories and practices' from National Training laboratory, US. She has been trained in 'change management' by Edgar Schein. She is an accredited MBTI Trainer and has several certifications including the one in Spiral Dynamics. She has facilitated programs for some of the leading enterprises in the areas of teaming, coaching, skill building and leadership development.

Uma holds a Post Graduate degree in Chemistry, an MBA degree from Faculty of Management Studies and a Degree in Law from Delhi University.

IDAM LEARNING
"Creating Learning Moments"

About Idam Learning

Idam Learning is a young and vibrant learning organization with a focus on designing and delivering interventions to facilitate individual growth and build skills thereby enhancing the person's capability and performance. We facilitate an environment where people learn to look within themselves and explore their inner resources. We design customized interventions to enhance individual and team effectiveness for individuals and Enterprises.

Registration and Workshop Fee Details

Last date of registrations: 24th April, 08

What is the Participation Fee?

Rs 8,800 + 12.36% Service tax per participant

The fee includes cost of venue, food and facilities provided during the workshop. Participants will also get a CD containing individualized role-play sessions conducted during the workshop proceedings.

Rs 8, 300 + 12.36% Service tax per participant

for more than one participant from the same organization.

How to Register?

Please fill in the registration form (on page 5) and courier to the following address along with payment:

Aparna Mehra,
Idam Learning,
1214, 2nd Floor
DLF Phase-4,
Gurgaon. 122002

Payment to be made via cheque/DD in favor of '**Idam Learning**' payable at Gurgoan.

Whom to contact for details?

Delhi

Aparna Mehra. Tel. 91-9313973301, 0124-4057541

Email: aparna.mehra@idamlearning.com

Mumbai

Prity Pathak. Tel 91-9833237851

Email: prity.pathak@idamlearning.com

www.idamlearning.com

response@idamlearning.com

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REGISTRATION FORM

Work Shop on "Dynamics of Powerful Communication"

8-9 May 2008

Hotel Ambassador

Sujan Singh Park, Cornwallis Road

New Delhi

Service Tax Registration No. – ABZPA9726DST001

(Please fill in **CAPITAL LETTERS**)

NAME: _____

COMPANY NAME: _____

DESIGNATION: _____

JOB PROFILE: _____

OFFICE ADDRESS:

RESIDENCE ADDRESS:

PHONE (O): _____

MOBILE: _____

EMAIL: _____

PHONE (R): _____

MOBILE: _____

EMAIL: _____

PAYMENT DETAILS:

CHEQUE/DD NO: _____

AMOUNT: _____

DATED: _____

BANK: _____

(Please mention company name behind the cheque)

Note: In case of more than one registration from the same company separate forms have to be filled for each participant and dispatched together along with necessary payment.

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