

B. Com 05

**DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND  
COMMERCE**

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082  
Internal Quality Assurance Cell (IQAC) Cell

**CIL Training on Communication Skills**

Department: 2<sup>nd</sup> Semester B.Com

Date: 13/03/2019

02/05/2019

03/05/2019

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Communication Skills			
3.	Date	13 <sup>th</sup> March, 2 <sup>nd</sup> and 3 <sup>rd</sup> May 2019			
4.	Time	9.30am – 4.30pm			
5.	Venue	CIL – 4 <sup>th</sup> Floor – C D Sagar Building			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr Mohsin Soft Skill & Aptitude Trainer Founder, SKILLS CO. (Profile enclosed)			
7.	Topics Covered	Myths and Realities of communication, Types of communication, Barriers to communication, The Seven C's of communication (Clear, Concise, complete, correct, courteous, consideration, concrete), Listening skills			
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:	238	External:	NIL
12.	Faculty Coordinator/s	Prof. Srabasti Ghosh			
13.	Student Coordinator/s	Mr. Abhijit Kar			
14.	Total Expenditure (Details to be enclosed)	NA			

Sl. No.	Particulars	Event related Details
15.	Sponsors and Amount (if any)	NA
16.	Agenda of the Event (Enclose a copy)	NA
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***)	No
22.	Summary of the Event (Minimum 100 words)	The objectives of the event were to make the students understand the basic concept of communication. They were guided on how to communicate effectively by enhancing their body language and listening skills. The program covered Myths and Realities of communication, the various types of communication, the barriers to communication, the seven C's of communication (Clear, Concise, complete, correct, courteous, consideration, concrete), and the significance of Listening skills in communication. At the end of the program the students will have a tremendous influence on communication as listener and the responder. The students understood the communication cycle which they underwent (Spoken - Heard - Understood - Agreed to - Acted on - Implemented). They were able to take the responsibility for every stage on the communication cycle.
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.**



**Event Coordinator**



**IQAC Coordinator**



**Principal**

22.	Communication Skills	13/03/2019 02/05/2019 03/05/2019	Mr.Mohsin	2 <sup>nd</sup> Semester B.Com 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

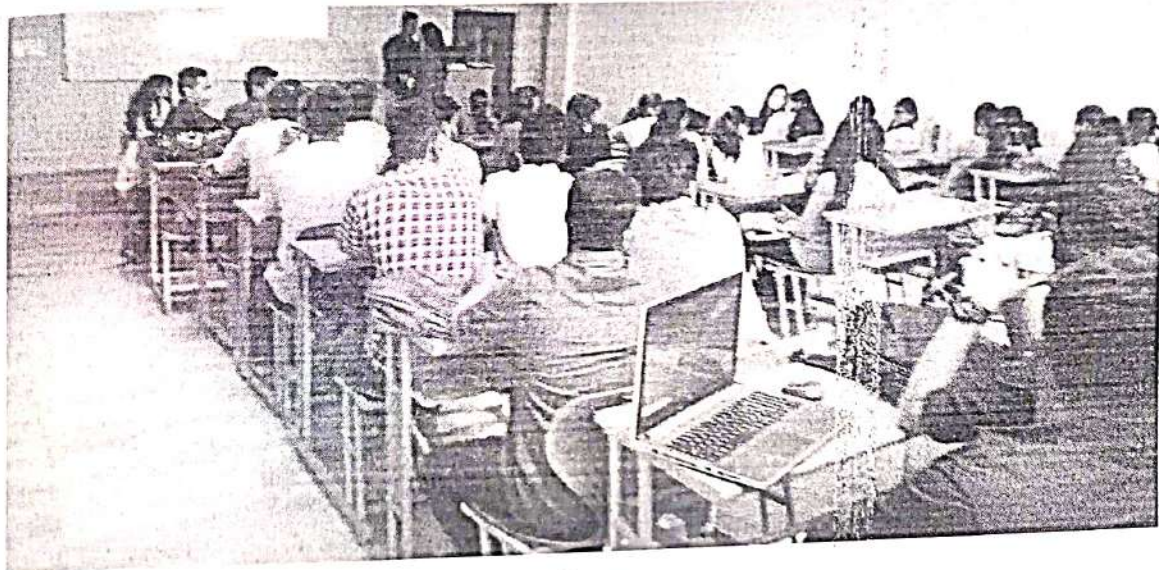
During this communication course for technical professionals, participants will learn the secrets of those who make people skills seem easy: how to build personal credibility, how to deliver positive and negative feedback, how to improve listening skills, how to make small talk and rephrase for better 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 as 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:**



*Students participating in communication skills program*



*Students having a brainstorming session in communication skills workshop*