

INTERNAL QUALITY ASSURANCE CELL (IQAC)
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

ORIENTATION ON EFFECTIVE COMMUNICATION SKILLS

20 MARCH 2015

BROCHURE

**ORIENTATION ON
EFFECTIVE COMMUNICATION SKILLS**

Resource Person
Mr. SEBASTIAN PANAKKAL

20 MARCH 2015

REPORT

IQAC of Sacred Heart College organized training programme for effective communication skills for the non-teaching staff. The objective of the program was to enrich the communication skills of administrative staff. Effective communication is vital for the successful and smooth functioning of the office. **Mr. Sebastian Panakkal** was the resource person for this training programme.

Representative of the non-teaching staff Mr. Saju A. J. welcomed the resource person and participants. IQAC co-ordinator Dr. Joseph T Moolayil highlighted the importance of this program in enriching the professional life of nonteaching staff.

The resource person Mr. Sebastian Panakkal is an established trainer for effective communication skills. As introduction, he said getting the message across in a way that is clear and coherent is a critical skill in the professional and personal life. This training identifies the necessary ingredients of any conversation. Learn to be a better communicator by exploring the communication process and how different communication styles affect your personal style. There were different model communications during the program inorder for the participants to get the idea of effective communication.

Sixteen non-teaching staff participated in the orientation programme.

Superintendent Mr. V. A. Jose proposed the vote of thanks.

PHOTO



Orientation Address by Mr. Sebastian Panakkal (20/03/2015)

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Orientation on Effective Communication Skills

20 March 2015

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr. K. J. Lukose
3.	Mr. Jose Mathew
4.	Sr. Marykutty Joseph
5.	Mr. Bamdev Sharma
6.	Mr. P. M. Joseph
7.	Mr.Saju A J
8.	Mr. Reji Joseph
9.	Mr. George Thaddeus
10.	Mr. Johnson S. V.
11.	Mr. Nethra Bahadur Chetri
12.	Mr. T. V. Jude
13.	Mr. Babu T A
14.	Mr. A. D. Jose
15.	Mr. Mathew Uthuppu
16.	Mr. K. J. Kuriakose



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