

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

**TRAINING FOR EFFECTIVE COMMUNICATION SKILLS**

**18 NOVEMBER 2016**

**BROCHURE**

**TRAINING ON  
EFFECTIVE COMMUNICATION SKILLS**

Resource Person  
**BIJO N MATHEW**  
ASSISTANT PROFESSOR  
DEPARTMENT OF ENGLISH

**18 NOVEMBER 2016**

## **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. Bijo N Mathew**, Assistant Professor in English, Sacred Heart College, Thevara was the resource person for this training programme.

Representative of the non-teaching staff Mr. Davies K. T. welcomed the resource person and participants. IQAC co-ordinator Dr. Joseph T Moolayil highlighted the continuing efforts of IQAC to train the non-teaching staff on various aspects of their professional life.

The resource person Mr. Bijo N Mathew 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 in order for the participants to get the idea of effective communication.

Mr. Babychan proposed the vote of thanks.

**PHOTO**



**Mr. Bijo N Mathew delivering the training session on Effective Communication Skills (18/11/2016)**

**SACRED HEART COLLEGE (AUTONOMOUS), THEVARA**

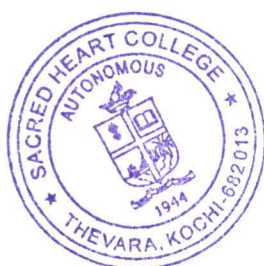
**Training for Non-teaching Staff**

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**18 November 2016**

**LIST OF PARTICIPANTS**

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



  
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