

Event Details	
Event Type	Corporate Training
Topic	Achieving Goals through Effective Communication
Date	2024-10-17 to 2024-10-17
Mode	Offline
Venue	Conference room
Organizer Name	Chitkara University
Resource Person	Harinder Pal Singh HoD Pharma
No. of Participants	17
SDG No	SDG 4: Quality Education

Objective:

1. To make participants learn and understand importance of effective communication in corporate world.
2. To share effective communication skills with participants.
3. The significance of Listening Skills.
4. To make participants learn and apply principles of business writing.
5. The significance and importance of learning E-mail etiquettes.

Description:

The workshop was started with asking participants about their respective understanding of effective communication. Participants. This was done by asking participants to introduce their colleagues rather introducing themselves. This was followed by pre workshop quiz about various aspects of communication. All participants participated in the written quiz. Topics such as meaning of effective communication, important communication skills, types of communications such as speaking, listening, writing and reading were discussed. A special emphasis was done on group communication, discussions, team work, which happens to be an integral part of communication in the corporate communications for setting goals and objectives. Practical training through an activity on listening and orientation skills was performed with

participants' participation. A special section on E-mail etiquettes was discussed to make participants learn effective, objective oriented business and personal e-mails. The workshop was completed with post workshop written quiz.

Outcomes:

1. Participants learnt significance of effective communication in achievement of business goals.
2. The effective communication skills help employees to have better and sustainable connect and build relationships with stakeholders.
3. Learning through activities was appreciated by participants
4. E-mail writing skills will help participants to communicate effectively.
5. Pre and post quizzes helped participants to have more clarity about communication



MDP-Achieving Goals through Effective Communication (17-10-2024)



Mr. Harinder Pal Singh with the employees of Tynor (17-10-2024)



Interactive session by Mr. Harinder Pal Singh (17-10-2024)



Valuable inputs by Mr. Harinder Pal Singh (17-10-2024)