

Department of Management

17 October 2020

CIRCULAR

VALUE ADDED COURSE (Communication Skills for Executives)


Student of B. Com(H) & B. Com II are hereby informed you that Value Added course "Communication Skills for Executives" is scheduled from 02 November 2020 in your respective classroom, Academic Block-III.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Dr. Manmohan Bansal
- Duration: 2 hrs

Program Overview:

Communication skills are essential in today's world for success at work and in personal relationships both. The majority of our problems stem from a lack of proper communication. Communication skills facilitate interpersonal understanding and help minimize discord. One of the benefits of communication skills is that they boost your confidence. They reflect your competency in addressing issues and assure people of your abilities.


Dr. Dheeraj Gandhi

HOD

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Faculty of Management

Invertis University, Bareilly (U)

Communication skills for executive

Organised by:
Department of Management

Program
B.Com(H)

Dr. Dheeraj Gandhi
HOD

Dr. Manmohan
Key Speaker

3:00 PM TO 5:00 PM

NOV 2 - DEC 15 2020



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Communication skills for executives

Course Overview

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Added Course

Course Details:

Name of the Course: - Communication Skills for Executives

Course Code – BC05

Course Offered to – B. Com (H) & B. Com

Course Duration – 50Hours

Course Coordinator: - Dr. Manmohan Bansal

OBJECTIVE:

The objective of this course is to provide a clear definition of communication & communication skills to students so that they can use them in corporate world for creating relations, participating in corporate affairs and to achieve success.

OVERVIEW:

Communication focuses on how people use messages to generate meanings within and across various contexts, and is the discipline that studies all forms, modes, media, and consequences of communication through humanistic, social scientific, and aesthetic inquiry.

Course Outcome: Students will learn to

- Role of Communication skills in career
- Importance of communication channels
- Role of scalar chain in an organisation

What you will learn in this course

1. Understand and apply communication theory.
2. Develop and deliver professional presentations
3. Interact skilfully and ethically
4. Critically think about communication processes and messages.
5. How to improve interpersonal Skills.
6. How to create bonds with colleagues.

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Course Line:	Topic	No. of hours allocated
Topic 1	Meaning, & principles of Communication	1
Topic 2	Communication Patterns & Barriers	3
Topic 3	Transactional Analysis	2
Topic 4	Non-Verbal communication	1
Topic 5	Importance of personal Appearance	2
Topic 6	Importance of facial Expressions	3
Topic 7	Postures & Gestures	4
Topic 8	Types and barriers to listening	3
Topic 9	Importance of proper Speaking	2
Topic 10	Audience Awareness	2
Topic 11	Fluency Development Strategies	4
Topic 12	Attending & Conducting Interviews	2
Topic 13	Group Discussion	2
Topic 14	Debates & Conference	2
Topic 15	Business letters	3
Topic 16	Business Reports	2
Topic 17	Paraphrasing	2
Topic 18	Summarizing	3
Topic 19	Delivering of Presentations	4
Topic 20	Note Tasking and Writing Minutes	3

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