

PRACTICAL CORPORATE TRAINING LEVEL-2
PM6 - COMMUNICATION SKILLS
OBJECTIVES:

This course will make the participants fully conversant with the basic forms, formats and techniques of communication skills and business writing. The course will not only improve the communication skills of the participants but they will also be able to report their analysis, recommendations and findings in a range of business documents, oral presentations, planning and managing a business project by demonstrating interpersonal communication, business etiquette and relationship building skills.

LEARNING OUTCOMES:

On completion of the module, participants will be able to:

- Understand the function of effective communication in business
- Learn the techniques and procedures for writing letters, notices, circulars, memos and reports
- Develop and deliver effective presentations
- Learn interpersonal skills and techniques for Interview preparation

INDICATIVE GRID

PART	SYLLABUS CONTENT AREA	WEIGHTAGE
A	1. Business Report Writing	50%
B	2. Presentation Skills	50%
TOTAL		100%

DETAILED CONTENTS
PART - A
1. Business Report Writing

- Drafting of Business Letters
- Drafting Corporate Correspondence
- Preparation of Formal Reports

PART- B
2. Presentation Skills

- Presentation Planning and Preparation
- Using Power Point Techniques
- Live Presentations
- Mock Interviews
- Groups Discussions
- Extempore Speech
- Interactive / Group Discussions