



Deccan Education Society's

Shri Navalmal Firodia Law College

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Date- 15.02.2018

NOTICE

College is organizing a workshop “**Communication Skills**”
on **Friday 16.02.2018**.

All students shall compulsorily attend the Workshop.

Date

Friday 16.02.2018

Time

10:30 am to 12:30 pm

Venue

Kundanmal Firodia Auditorium

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Seminar Report 2017-18

Workshop on communication skills

Report on communication skills: Participants were introduced to the resource persons Prof. Dr. Shridhar Gokhale and Ms. Mangala Herkal. The session started with the introduction on the topic and the importance of communication skills in personal and professional life.

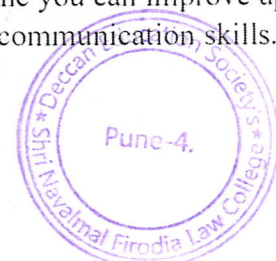
Participants were explained by Prof. Dr. Shridhar Gokhale about the communication method and the process of effective communication, understanding the cycle of communication starting from the sender to the receiver of the message. The different levels of communication were explained and how lateral and horizontal forms of communication among colleagues, peers at the same level for information sharing and coordination helps to save time. As communication is key, knowing and understanding the filters and barriers that can hamper one's overall communication is a must. They were encouraged to practice active listening as it helps in overall communication skills. Focus was laid on the ways of how an individual communicates (spoken word, visuals, written word, body language and social media). Understanding that Communication is not only about spoken words it also deals with visual and vocal. Group activities involving communication skills helped the participants interact with each other. Videos to ensure that participants understand why communication is key and how it would enhance their quality of life were also shown.

In the Workshop our speaker Ms. Mangala Herkal on has started with meaning of Effective Communication . It is the process of exchanging ideas, thoughts, opinions, knowledge, and data so that the message is received and understood with clarity and purpose. When we communicate effectively, both the sender and receiver feel satisfied. Resource Person has focused on Effective Communication is significant for managers in the organizations so as to perform the basic functions of management, i.e., Planning, Organizing,

Leading and Controlling.

Communication helps managers to perform their jobs and responsibilities. Communication serves as a foundation for planning. Effective communication is vital for any business professional. Effective communication skills not only help to share ideas with others but they also foster good relationships among employees. Communication, like any other skill, is one you can improve upon with practice. Resource Person has given some tips or ideas to improve communication skills. For

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the success of a student's future career, communication skills are indispensable. There is a demand for communication skills in today's competitive world of business and it is considered as the most sought-after quality of an educated person. The three most important communication skills for students are reading, writing and listening carefully. People take them for granted as these skills like most of the communication skills sounds too familiar. As regards reading and writing, the only thing that one needs to tackle is to adapt with one's concentration and increasing age. With these two characteristics, it is possible to develop writing skills, oral communication skills and reading. Besides reading and writing presentations, speeches and reports are a part of curriculum in schools. For the overall development of students these activities have been introduced in schools and colleges. This makes managing skills and expressive skills also salient for a student. Attention needs to be given to the fact that students do not feel confident to make speeches and presentations. After comprehending the vitality of these skills in modern day life, many good schools have made it a part of their regular curriculum. The seven C's of communication is a list of principles for written and spoken communications to ensure that they are effective. The seven C's are: clear, correct, complete, concrete, concise, considered and courteous

P. S. Mani

