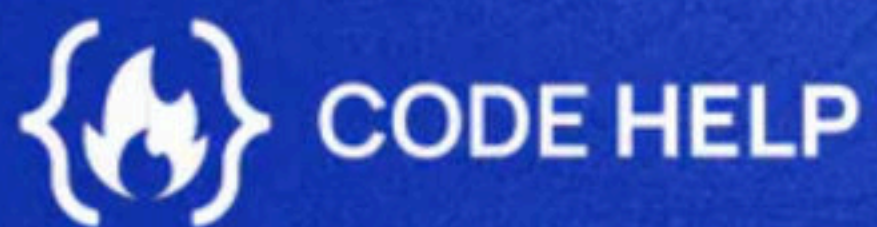




# Expert Session on Effective Communication

Special class





# EFFECTIVE COMMUNICATION WORKSHOP

by Gaurav Parchure



# How to be an Effective Communicator



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**Articulation- Non Verbal (Thinking before Writing & Speaking)**

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**Listening**

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**Friendliness and Being Empathetic with Juniors, office staff, co-workers**

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**Open Mindedness**

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**Feedback**

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**Being Confident & Influential**

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# Global Communication



Cross Culture

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Simplicity

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Dealing with Clients

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Being Concise yet  
Story Telling



# **Case Study/ Few Examples**



**Merge technical skills vs  
Project Management**

**Dealing with Product  
Managers**

**Over Communicate vs  
Under Communicate**

**Personal Touch &  
Character Building ☐**

**Dealing with Aggressive  
Manager, managing  
tough conversation**

**Personality: Look in the  
eyes when talking**

**Team Collaboration**

**Conflict Management**



# How Communication Change The Narratives

Build your own Brand

Building Trust

Raising Hand/Speaking up when necessary

Non Verbal Communication

Personality, Posture & Perception

Learn to Say No, Give up Often



# Writing Effectively

```
graph TD; A[Writing Effectively] --- B[CONCEPT 1]; A --- C[CONCEPT 2]; B --- D[Who]; B --- E[What]; B --- F[When]; B --- G[How]; C --- H[Crisp]; C --- I[Clear]; C --- J["No Short forms/Jargons/Acronyms"]
```

## CONCEPT 1

Who

What

When

How

## CONCEPT 2

Crisp

Clear

No Short forms/Jargons/  
Acronyms



# Interviews





**Never  
Speak too  
much, only  
say what's  
necessary**

**Accept  
Mistakes/  
Be Honest**



# TIPS

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Never do Office Politics/talk about Personal stuff at workplace

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Dealing with Tough Times, being under appreciated

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Why being relaxed, having financial and mental well being makes you a winner and an effective communicator

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