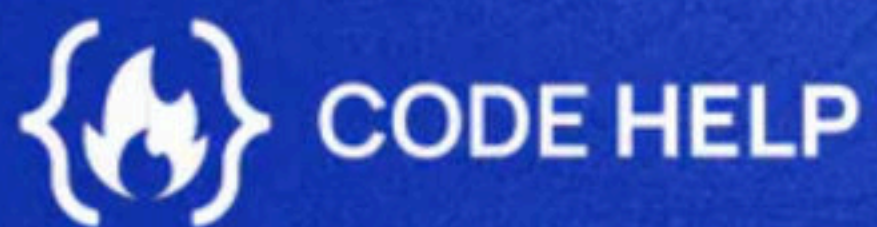




Expert Session on Effective Communication

Special class



EFFECTIVE COMMUNICATION WORKSHOP

by Gaurav Parchure

How to be an Effective Communicator



Articulation- Non Verbal (Thinking before Writing & Speaking)

Listening

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

Open Mindedness

Feedback

Being Confident & Influential

Global Communication



Cross Culture



Simplicity



Dealing with Clients



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

Never do Office Politics/talk about Personal stuff at workplace

Dealing with Tough Times, being under appreciated

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

