

CLASS PRESENTATION

The background of the slide features a stylized, muted illustration of a classroom. On the left, a female teacher is seated at a desk, working on a laptop. A male student stands next to her, holding a book. In the center, another male student stands with his back to the viewer, looking towards a whiteboard. To the right, a female student is partially visible. The room includes a desk with a coffee cup, a filing cabinet, and a city skyline in the background.

Workplace Professional Communication Skills

Presentation Date : 9th March, 2022

Managing Workplace Relationship

Subject Teacher

Mrs. Shuvra Baral

Group Members

Sandesh Subedi 'A'

Nabin Chhetri

Suraj Pandey

Sandesh Giri

Introduction

- Platform where individual perform tasks in order to achieve goal.
- Includes Offices, Restaurants, Factories, Farms, Stores and Distribution center
- Workplace relationship includes peer co-worker interaction, supervised-subordinate relations, client-employee relations and healthy relationship

Peer Interaction (Nabin Chhetri)

- Ability of understand and help to access peer interaction.
- Relationship between manager and employer should be maintain to get success
- Deep understanding required in relationship management.

Peer Interaction

- Dutton 2017: Associated area's people have received academic attention including
 - Trust
 - Gender
 - Bullying and harassment

 - Goleman 2006:
 - Emotional intelligence
 - Specialist
- Valuable contribution in communication
- Sias and Cahill 1998: Strong social ties are the key terms to gather benefits.

Cultural Awareness (Sandesh Giri)

- Awareness of cultural differences
- Acknowledging different cultural belief and values
- Cultural esteem and safety
- Improve workplace communication.

Cultural Awareness

Importance of Cultural Awareness

- Enhances our cultural capacity
- Corresponding and inclusive working environment
- Keeps healthy relationship

Cultural Awareness

Relation between culture and behaviour

- Behaviour, communicating skills and belief

Examples of relation between culture and behaviour

- Direct eye contact reflects the trust between 2 people but it can be bad and aggressive for specific culture
- Nodding a head means doing agree while doing agreement but it can also leads to misunderstanding

Cultural Awareness

Implementation of cultural awareness in workplace

- Different strategy and guidelines can be made and implemented
- Know, observe and interact with the culture around them
- Maximum knowledge of different other culture
- Avoid the miscommunication
- Study the cultural communication convention

Non-verbal communication (Sandesh Giri)

- Stronger or more significant than communicating something with words
- Classified into time duration, personal appearance, space, movement of body, haptic and physical traits



Non-verbal communication

Implementation of non-verbal communication

- Regular eye contract
- Maintain a positive vocal tone and facial expressions
- Use of hand gestures and smiles

Body language (Suraj Pandey)

- Non-verbal communication
- Communication via physical behaviour

Physical Behavior

- Body Movement
- Eye Contact
- Gesture
- Facial Expression
- Body posture

Body language

Example of body posture



Body language

Critical Analysis

- Body language speaks more than verbal words (Kurien)
- Right body language spread positive message (Harmony Stalter)
- Helps in catching lies (Harmony Stalter)
- Reflects person's professionalism

Body language

Tips to maintain proper body language

- Maintain good body poster
- Proper eye contact while communicating
- Use hand gesture
- Smile
- Greeting (Hand-sake)

Body language

Examples

- Doctor uses body language while communicating with patients.
- Hand gesture while pointing out the direction
- Students prefer body language from teacher while teaching

Note: Helps people to understand the situation more distinctly

Social Awareness (Sandesh Subedi 'A')

- Pivotal component in maintaining healthy relationship
- Key element in enhancing Emotional Intelligence (EQ)
- Helps focus in understanding organization's diplomacy

Social Awareness

Importance of social awareness

- Cheers people to understand social viewpoint
- Helps in balancing workplace sentiments
- Assists in accomplishing individual and communal goal

Social Awareness

Types of social awareness

- Emotional Self Awareness
- Motivation
- Empathy
- Cooperation
- Self-regulation

Traits for social awareness

- Organizational Awareness
- Self-management
- Communication Skills
- Understanding
- Judgment

CONCLUSION

- Relationship between manager and employer need to be managed to get success.
- Lack of knowledge might create issue in relationship.
- Requirement of understanding and collaboration.

Internship Letter

➤ **NABIN CHHETRI**

Nabin Chhetri

(+977) 9812345678

nabinchhetrio66@gmail.com

March -02, 2022

Dear Sir,

My resume is being submitted to ABC Company for consideration for their summer program in application developer. I believe I will be a valuable asset to your team based on the skills and experience I have listed in my enclosed resume.

I took numerous classes on programming skills and developing application during my three years at Infomax College of IT and Management. The class help me out to learn about skill use for coding, developing application process and its design for a different device of mobile and operating system.

Furthermore, during the past semester, I also volunteered at a local non-profit that collects donated furniture and clothing and distributes it to needy families. During my time on the developer team, I helped update and relaunch an application that permits customers to recognize nearby pick-up and drop-off points.

Additionally, having worked as a barista at a student center for two years has taught me the value of providing a convenient and memorable customer experience. I have developed skills in leadership for project, collaboration with team and verbal communication.

You would be fortunate to have me on your team. As part of my internship, I would gain first-hand experience with technology and improve my capabilities in application development.

I'm looking forward to hear from you!

Sincerely,

Nabin Chhetri

Internship Letter

➤ SANDESH GIRI

25th February, 2021
The Human Resource Manager
Mantra Private Limited
New Road, Pokhara, Nepal

Subject: Application for Internship in web developer

Respected Sir/Madam,

I am writing this application to apply for an internship of web developer as it was advertised in "The Himalayan Times" on 20th February, 2021. I was seeking for an internship opportunity as I am happy that my educational qualification fulfills all your mentioned criteria.

As an IT student of fourth semester at Infomax College, I have already completed different courses of various programming, management, networking and web designing. During my projects, I have developed a passion for web designing and interested by its development. I am very interested in developing of web and a good internship may reinforce my choice for future. I have done various reports on web designing by the use of HTML, CSS and JavaScript throughout my academic study so far. I am positive that my capability and understanding will be the great inclusion on your company.

As your company has enough experience, I am going to learn and contribute actively in group with new ideas. My CV is attached below for your kind inspection. I am eager to receive your feedback soon. You can reach me out through my email at girisandv122@gmail.com.

Thank you for your time and consideration. I am looking forward for your positive responses.

Sincerely,
Sandesh Giri

Internship Letter

➤ **SURAJ PANDEY**

Suraj Pandey (Applicant)
Dhaulagiri Margha,
Pokhara, 33700 Gandaki, Nepal
9846779106
surazpandey101@gmail.com
February 15, 2022

Sandesh Subedi
Company Manager
MantraTech
Pokhara, 33700 Gandaki, Nepal

Dear Mr. Subedi,

I want to notify that I am an active and skilled IT student currently studying Bsc. IT(Hons.) in Infomax College of IT and Management which is one of the oldest and best education provider of Pokhara . Since, I want to do internship related to my study I am writing this application to apply for a volunteer summer internship in software developer position in your company.

Being an IT student I am more interested in doing coding so after graduation also I want to start my professional career as a software developer.

Before starting my career as a software developer I want to gather a good experience in this field and I believe that if I got an opportunity to do my internship in your company it could really help me in my career as your company is one of the prestigious and fastest growing organisation all over the country. So, as soon as I found out that your company is seeking eligible candidate for software developer position I was excited to apply for it and I have confidence that my experience and education report make me strong candidate for this position in your company.

I have done numerous team as well as individual project regarding the software development in my academic career. The project that I have completed till now are:

- banking system in C programming
- Courier Management system in Java
- static website development with javascript
- Dynamic web application in C sharp

Besides this I have good knowledge regarding python and r programming which are useful for data analysis as well. Not only this I also good at designing as well.

For more information you can refer my CV which includes my academic information along with contact details which I have provided to you. I look forward to meet you soon and hope I got selected in your company for internship.

Thank you for your time and consideration.

Sincerely,
Suraj Pandey

Internship Letter

➤ SANDESH SUBEDI 'A'

Sandesh Subedi

UI/UX Designer



sandeshyes77@gmail.com



+977 9827101234



Pokhara - 6, Lakeside

To,

Mantra Tech Solutions

Prajita Shah, CMO

Srijana Chowk, Pokhara

shah@techsophia.com

December 25, 2021

Dear Mrs. Shah,

It is my pleasure to be applying for the position of UI/UX developer at Mantra Tech Solutions. I came to know about your company and the internship designation this morning, through a placement blog. Given the requirements of skills and based on my working ethics, I am strongly convinced that I will be a virtuous strength to your company.

During my time as a student at Infomax College, I got to enhance my designing and prototyping skills remarkably. As a coordinator in extra-curricular tech activities, I have also acquired skills in communication, research and information architecture. Additionally, my time training on online platforms such as Udemy and Coursera helped me acquire affluence experience in photoshop, user empathy and coding skills.

Furthermore, during last winter holiday, I also volunteered a start-up company who were trying to build a cloud kitchen application. I assisted the design team modernize system interfaces and ensure that the application improves customer satisfaction. I also held an internship at Himalaya Tech as an assistant to a UX designer. During that internship, I got to learn plenty of design ideas and marketing skills, which I believe can be a strength in advertising company services.

I would be delighted with an opportunity to meet and discuss my qualifications at your earliest expedience. This internship would be a helping hand to enhance my real-world experience and assist me in reaching some excellent levels of designing and interactions. You can reach me by email at sandeshyes77@gmail.com or by phone at +977 9827101234.

I look forward to hearing from you soon!

Sincerely,
Sandesh Subedi

Thank You !

END OF PRESENTATION
