

Introduction

Improve interpersonal skills for better results.

Communication involves.

- * Intonation
- * Actions
- * Body language
- * facial expression
- * Non verbal
- * Verbal.
- * .

Effective communication using a combination of verbal & non verbal communication method.

- Importance of communication
- Why should we communicate
- Types of communication.

- * Verbal
- * Non-verbal
- * Visual
- * Written

- Process of communication
- Barriers to communication

→ Types of Barriers.

- * Physical
- * Cultural
- * Gender
- * Psychological
- * Language
- * Perceptual.

→ Non-Verbal communication
Facial expression, paralanguage, gestures, posture,
eye contact, appearance

→ Verbal communication

Impactful Presentation.

* Designing Effective Presentation

How to make an effective presentation

Different methodologies can be followed.

Formal conference, Knowledge transfer, Team
Meeting, Brain storming

→ How to handle questions

Develop soft skills that Industry demands

* Importance of soft skills

* Difference between Hard and soft skills

What are soft skills.

- Communication skills
- Time management
- Negotiation skills
- Critical Thinking
- Self Confidence
- Business Etiquette.
- Good sitting
- Team work