

# Communication, Presentation Skills and Business Etiquette

## Objectives

The ultimate goal of this training is to help develop the skills to effectively communicate in a workplace and to be able to present your information clearly. Keeping in view the need of current scenario to effectively put your message forward, these skills will help not only to present your data effectively but also engaging with them. The training also focuses on explaining the business etiquettes that describes the set of rules to govern the business interaction with one another, customers, suppliers and partners.

<b>Participant Benefits</b>	<b>Duration</b>
After attending this program, the participant will be able to: <ul style="list-style-type: none"><li>• Communicate with a clear purpose.</li><li>• Create open honest channel of communication.</li><li>• Prepare and deliver interesting interactive presentations.</li></ul>	Duration: 2 days
<b>Course Coverage</b>	<b>Target Audience</b>
Major topics that will be covered during the course: <ul style="list-style-type: none"><li>• Structuring the Content of a presentation.</li><li>• Design and Delivery of a presentation.</li><li>• Effective opening and closing in a presentation.</li><li>• Self-reflection and self-management.</li><li>• Team work.</li><li>• Basics of Business Etiquette.</li></ul>	Internal : Executives in E1 to E8 grades
	<b>Learning Methods</b>
	Lecture and Discussion
	<b>Course Coordinator</b>
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