

A Report on Faculty Development Programme
on
Effective Communication Skills
by
Dr.Reddy Sekhar Reddy, Indian Institute of Training Institution,
Tirupathi
on
28-08-17 & 29-08-17

Communication is the pivot role on which the modern globe revolves. Communication can be verbal or non verbal. Being able to communicate effectively is the most important of all life skills. Communication skills involve the effective and efficient transfer of information. There are different types of skills one can learn and practice to become an effective communicator. To stand out from the competition effective communication skills are important. At the time of Recruitment employers want to see the Resume and Covering letter which highlights the skills. And this is first solid impression to the employer. Once people develop communication skill they can impress their boss, teammates and others.

The Department of English has taken an initiative to invite Dr.Reddy Sekhar Reddy, Indian Institute of Training Institution, Tirupathi as Resource Person to teach the teaching fraternity about Effective Communication Skills.

Dr.Reddy Sekhar Reddy in his discourse said that every individual has to learn top 10 communication skills. They are Listening, Non Verbal Communication, Cohesion and Clarity, Friendliness, Confidence, Empathy, Open Mindedness, Respect, Feedback and picking the right media.

