

# **A Report on Faculty Development Programme**

**on**

## **Communication Skills**

**by**

**Sri.T.R.K.Singh**

**IELTS Trainers**

**on**

**14-12-2014 & 15-12-2014**

Communication Skills are essential in the workplace. When there is no proper communication the efficiency and morale can suffer.

In this context the Department of English has taken an initiative to invite Sri.T.R.K.Singh, IELTS Trainers as a Resource Person to create awareness to the faculty on Communication Skills.

In his lecture Sri.T.R.K.Singh said that in the competitive job market communication skills are highly required to communicate information, negotiate and deal the work with others. He said that there are top 10 communication skills.

- Emotional Intelligence
- Cohesion & Clarity
- Friendliness
- Confidence
- Empathy
- Respect
- Listening
- Open mindedness
- Tone of voice
- Asking good questions

All these will improve clarity in expressing our views

