

Training program for Non-teaching on Communication & Soft skills

Date – 21/01/2019

Speaker: Dr. Shashank Pol, Principal of P. Jog College of Science and Commerce

ASM Group of Institute had organized a training program on Communication & Soft skills for Non-Teaching staff on 2018. At the beginning of the session, Mrs. Isha Bhate welcomed and felicitated the honorable guest Dr. Pol.

Soft skills can help to manage stress and feel at ease in the role. Promote teamwork among all employees. Soft skills have always been critical to career success, but their relevance in the world of work is ever evolving. These skills are now universally required no matter what industry you're working in. In a world where digital transformation is happening faster than ever, it's important to be able to make yourself stand out with the relevant soft skills that management is looking for.

Dr. Pol emphasized communication methods, communication process, 7 C's in communication, 8 important practices in communication, 9 key steps in communication and also 10 causes of ineffective communication.

For the session on "Manners and Etiquettes at Workplace", he explained various aspects of mannerisms such as Email manners, Telephonic manners while dealing with higher authorities. He also elaborated various types of etiquettes to be practiced at workplace. He focused on along with communication, body language also plays important role in presenting effectively.

The workshop was successful in creating awareness and need of practicing effective communication skills, manners, and etiquettes at workplace for effective governance and functioning of institutions.