



TRAINING MODULE

PERSONAL EFFECTIVENESS FOR PROFESSIONALS

TRAINING HOURS / DAY

5

DURATION

7 Days

MAX. PARTICIPANTS

30

CONTENT

- Introduction & overview of Personal effectiveness
- Key elements of personal effectiveness
- Importance & elements of internal & External communication
- Importance of grooming & Personality development
- Essentials of presentation skills
- Telephone & email etiquettes
- Verbal & non verbal communication and Its acquisition

METHODOLOGY

The module will be delivered through workshops that will encourage F2F interaction with lot of brainstorming, discussion and active participation. Participants will work in group settings.

WHO SHOULD ATTEND?

Irrespective of domain, presentation skills has become a dire need to excel in professional life. Every professional who is aiming at delivery of a power pact presentation and who feels the need to build an edge over others in this competitive market.

VENUE

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