



Tara Government College Sangareddy (Autonomous)



An ISO 9001: 2015 certified college

Department of English

Workshop on Effective Communication skills

24 March 2018

Telangana Skills and Knowledge Centre of Tara Government college conducted a workshop for selected students of UG on 24 March 2018. An eminent resource person was invited to deal with the topic.

Objectives:

- To train students on effective communication skills.
- To make them know the presentation skills.
- To make students use online educational resources.

The Department of English conducted a workshop for selected students on effective communication skills.

Dr. Ch. Jyothsna invited dignitaries onto the dais. Sri Rajendra kumar, Principal invited all to the session and instructed Sri. Vinayaka Kumar to initiate the proceedings. Sri Vinayaka Kumar elaborated about the workshop and introduced about the achievements of the resource person, Dr Prameela. The principal informed the participants to utilise the services offered by the TSKC.

The resource person started the session by asking a few questions as part of the ice-breaking session. Main points, to put succinctly, are as follows

- What is communication?
- Importance of effective communication
- Presentation skills
- How does communication affect our career?
- How does bad communication affect our fortunes?
- How to cultivate good communication skills?
- Communication as a habit.
- Worksheets- distribution- analysis-
- Feedback
- Conclusion.

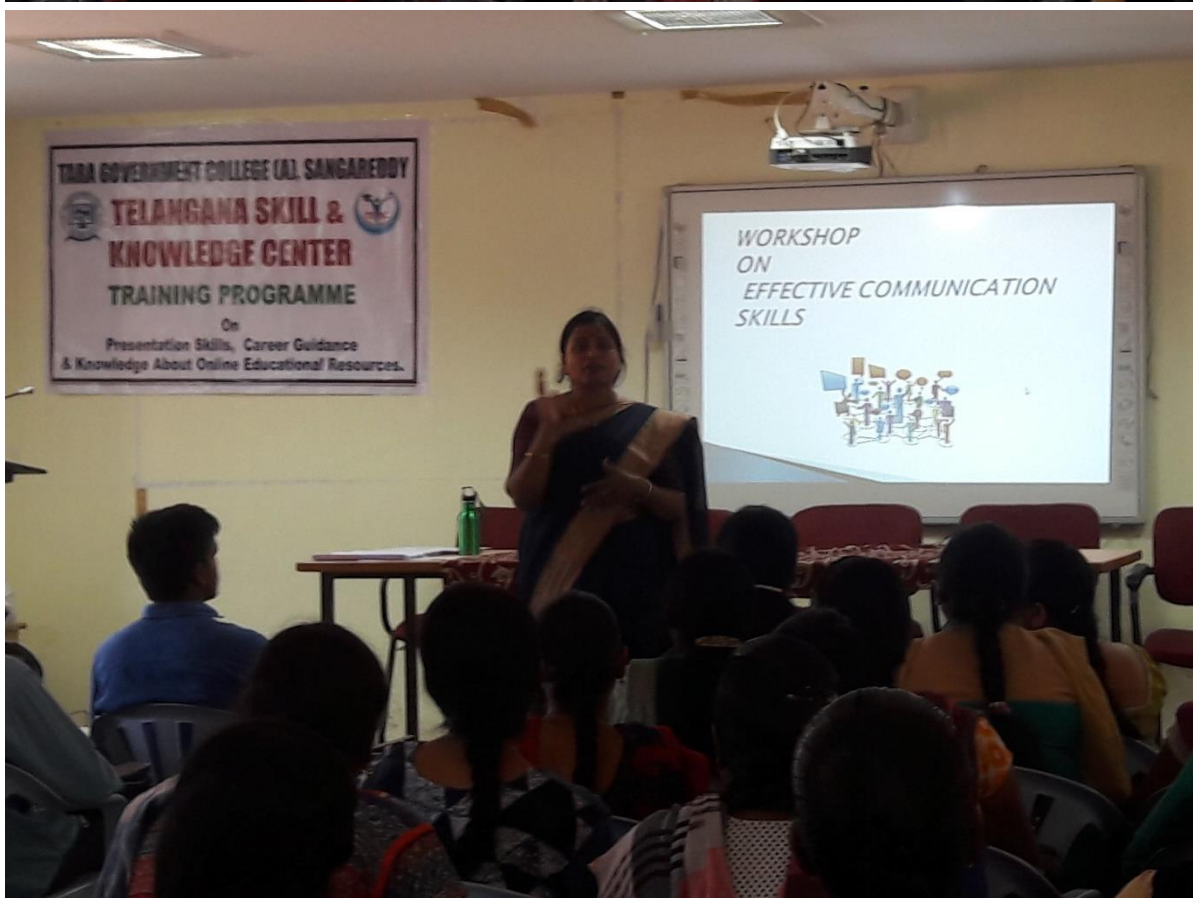


















Workshop Evaluation Form

Your feedback is critical to ensure meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

Please return this form to the instructor or organizer at the end of the workshop. Thank you.

Workshop title: _____

Date: _____ Instructor: _____

	Strongly agree				Strongly disagree
	1	2	3	4	5
1. The workshop was applicable to my help					
2. I will recommend this workshop to other conservators					
3. The program was well paced within the allotted time					
4. The instructor was a good communicator					
5. The material was presented in an organized manner					
6. The instructor was knowledgeable on the topic					
7. I would be interested in attending a follow-up, more advanced workshop on this same subject					
9. Given the topic, was this workshop:					
	<input type="checkbox"/> a. Too short	<input type="checkbox"/> b. Right length	<input type="checkbox"/> c. Too long		
10. In your opinion, was this workshop:					
	<input type="checkbox"/> a. Introductory	<input type="checkbox"/> b. Intermediate	<input type="checkbox"/> c. Advanced		
11. Please rate the following:	Excellent	Very Good	Good	Fair	Poor
a. Visuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Meeting space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The program overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. What did you most appreciate/enjoy/think was best about the course? Any suggestions for improvement?

Thank you!

Please return this form to the instructor or coordinator at the end of the workshop.

The Quick Emotional Intelligence Self-Assessment*

*Adapted for the San Diego City College MESA Program from a model by Paul Mohapel (paul.mohapel@shaw.ca)

Emotional intelligence (referred to as EQ) is your ability to be aware of, understand and manage your emotions. Why is EQ important? While intelligence (referred to as IQ) is important, success in life depends more on EQ. Take the assessment below to learn your EQ strengths!

Rank each statement as follows: 0 (Never) 1 (Rarely) 2 (Sometimes) 3 (Often) 4 (Always)

Emotional Awareness – Total: _____

0 1 2 3 4	My feelings are clear to me at any given moment
0 1 2 3 4	Emotions play an important part in my life
0 1 2 3 4	My moods impact the people around me
0 1 2 3 4	I find it easy to put words to my feelings
0 1 2 3 4	My moods are easily affected by external events
0 1 2 3 4	I can easily sense when I'm going to be angry
0 1 2 3 4	I readily tell others my true feelings
0 1 2 3 4	I find it easy to describe my feelings
0 1 2 3 4	Even when I'm upset, I'm aware of what's happening to me
0 1 2 3 4	I am able to stand apart from my thoughts and feelings and examine them

Emotional Management – Total: _____

0 1 2 3 4	I accept responsibility for my reactions
0 1 2 3 4	I find it easy to make goals and stick with them
0 1 2 3 4	I am an emotionally balanced person
0 1 2 3 4	I am a very patient person
0 1 2 3 4	I can accept critical comments from others without becoming angry
0 1 2 3 4	I maintain my composure, even during stressful times
0 1 2 3 4	If an issue does not affect me directly, I don't let it bother me
0 1 2 3 4	I can restrain myself when I feel anger towards someone
0 1 2 3 4	I control urges to overindulge in things that could damage my well being
0 1 2 3 4	I direct my energy into creative work or hobbies

Social Emotional Awareness – Total: _____

0 1 2 3 4	I consider the impact of my decisions on other people
0 1 2 3 4	I can tell easily tell if the people around me are becoming annoyed
0 1 2 3 4	I sense it when a person's mood changes
0 1 2 3 4	I am able to be supportive when giving bad news to others
0 1 2 3 4	I am generally able to understand the way other people feel
0 1 2 3 4	My friends can tell me intimate things about themselves
0 1 2 3 4	It genuinely bothers me to see other people suffer
0 1 2 3 4	I usually know when to speak and when to be silent
0 1 2 3 4	I care what happens to other people



Resource person