

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 Centreof Tara Government college conducted a workshopfor 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 Rajendrakumar, 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.Krishnaveni, soft skills trainer. 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 icebreaking 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.



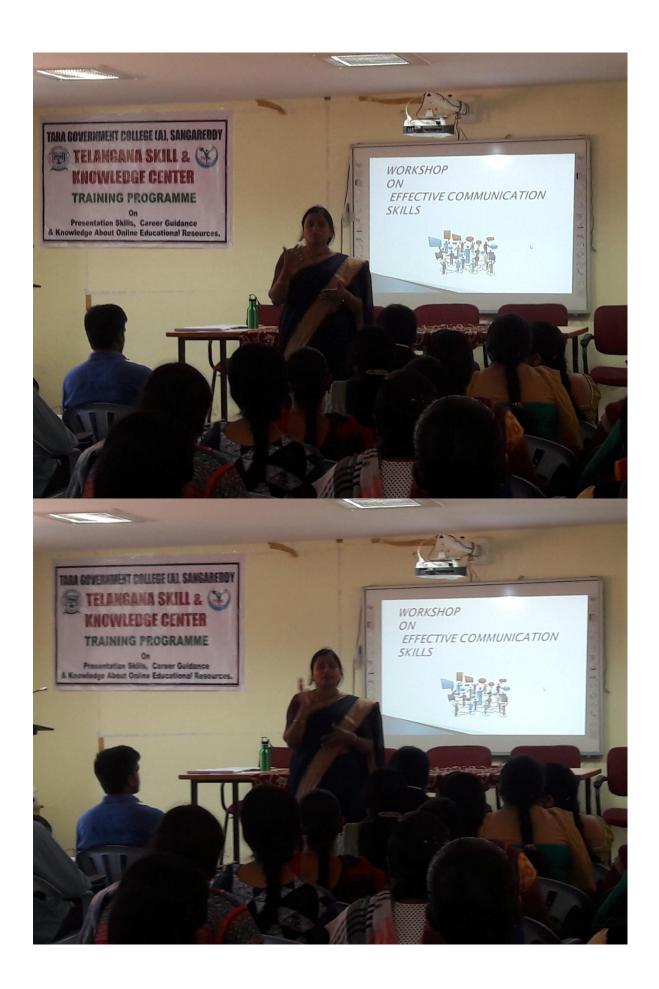






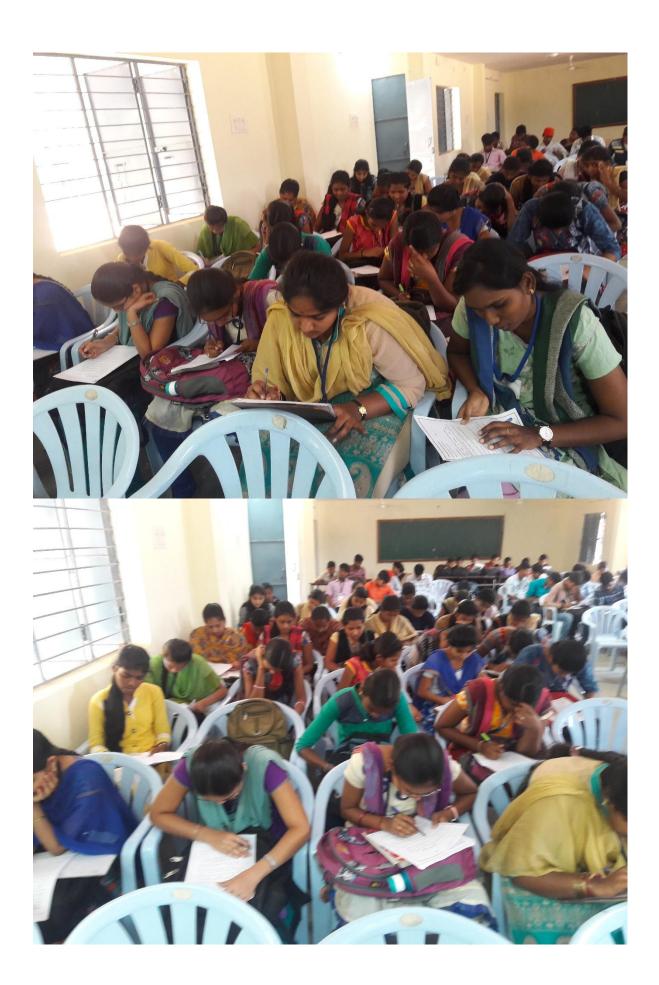












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Thank you! Please return this form to the instructor or coordinator at the end of the workshop.

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
					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



Resource person- Dr.Krishnaveni