

**On Campus Training Programme
on
Communication and Documentation
Skills for Professional Excellence**
28th June - 2nd July, 2022



Course Coordinators

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EXTENSION EDUCATION INSTITUTE
(Southern Region)

Directorate of Extension

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Introduction:-

Communication skills are verbal and non-verbal words, phrases, voice tones, facial expressions, gestures, and body language that you use in the interaction between you and another person.

Verbal communication is the ability to explain and present your ideas in clear language to diverse audiences. This includes the ability to tailor your delivery to a given audience, using appropriate styles and approaches, and an understanding of the importance of non-verbal cues in oral communication. Oral communication requires the background skills of presenting, audience awareness, critical listening and body language.

Non-verbal communication is the ability to enhance the expression of ideas and concepts without the use of coherent labels, through the use of body language, gestures, facial expressions and tone of voice, and also the use of pictures, icons, and symbols. Non-verbal communication requires background skills such as audience awareness, personal presentation and body language.

Effective communication is an essential part of building and maintaining good professional personal and social relationships. These skills help people to understand and learn from each other, develop alternate perspectives, and meet each other's' needs.

Hidden agendas, emotions, stress, prejudices, and defensiveness are just a few common barriers that need to be overcome in order to achieve the real goal of communication, namely mutual understanding. High Performers master and continually practice the basics, as well as prepare for these communication pitfalls. Just as successful Professionals routinely practice basic personality skills, high-performers understand that they too must pay attention to communication skills or they risk getting out of shape pretty quickly.

Hence as part of the regular schedule of EEI programmes, a 5 days on campus training programme is planned to improve the knowledge and skill of the extension functionaries in the area of “Communication and Documentation Skills for Professional Excellence”

Objectives of the training:

At the end of the training the participants will be able to

- Understand Communication and Documentation skills, learn different documentation methods and techniques.
- Learn reading, listening writing interpretation reporting, presentation and facilitation skills
- Know various ICT methods and new generation tools for effective communication

Course contents:

- Communication and Documentation Skills – An over view
- Reading and Listening skills for effective Communication
- Facilitation and Feedback management skills
- New generation Tools for Effective Communication : Creation of You Tube channel and Uploading videos
- Non –Verbal Communication Skills
- Report writing, Data Analysis and Interpretation Skills
- Presentation Skills
- Documentation Methods and Techniques
- Communication through ICTs
- Writing of Success stories and Case studies
- Field / Institutional visits
- Participant presentations

Methodology:

- Presentation by eminent speakers / Experts.
- Interim interactive sessions.
- Interim Group discussions.
- Brain storming
- Individual and Group assignment
- Participant Presentations by using on line tools
- Integrating David Kolb's Experiential learning Technique in Training
- Kirkpatrick's model of training evaluation

Participating Officers

Officers of Department of Agriculture and Allied Sectors from
South Indian States and Union Territories

Duration:

28th June to 2nd July 2022 (both days inclusive) in Physical
mode.

Compiled by

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