

SELF-PACED



COMMUNICATION SKILLS



COURSE OVERVIEW

The Course aims to impart significant Soft skills and interpersonal skills to students pursuing any UG/PG programs. The course facilitates an all-round development of personality.

COURSE OBJECTIVE

The objective of this course is to develop Self-Management Skills, Communication Skills, and Life Skills in candidates. The course will work for the betterment of Physical & Mental Development. Also, the course will focus on developing Social Manners & Etiquette.

SKILLS YOU WILL LEARN

Self-Management Skill Physical & Mental Development
Mental Development Communication Skills Life Skill
Development Social Manner & Etiquettes.

PROGRAM HIGHLIGHTS

Instructor - Ms.Manisha Anand

Duration - 2 Months

Eligibility - 10+2

No. of Lectures - 35

Placement training - N/A

Language - Hinglish

Shareable certificate - Yes



PROGRAM SYLLABUS

Module 1 Verbal Communication Skills

Session 1 Definition & Importance

Session 2 Reading

Session 3 Writing

Session 4 Speaking

Session 5 Listening

Session 6 Thinking

Session 7 Pronunciation

Session 8 Barrier to Effective Communication

Session 9 Communication Styles - Being Assertive

Session 10 Art of Saying No - Refusing Skills

Session 11 Learn Writing Skills

Module 2 Non-Verbal Communication Skills (Body language)

Session 1 Definition & Importance of Non-Verbal Communication Skills (Body language)

Session 2 Posture
Session 4 Gestures
Session 5 Eye Contact
Session 6 Facial Expression
Session 7 Tone
Session 8 Fidgety Movements
Session 9 Tips to Improve Body Language

Module 3 Interpersonal Skills
Session 1 Definition & Importance
Session 2 Develop Networking Skills

Module 4 Networking Skills
Session 1 Definition & Importance of Networking Skills
Session 2 Develop Networking Skills

Module 5 Public Speaking Skills
Session 1 Definition and Its Importance of Public Speaking Skills
Session 2 Overcoming Fear
Session 3 Extempore
Session 4 Group Discussion-1
Session 5 Group Discussion-2
Session 6 Tips to improve Group Discussion
Session 7 Presentation
Session 8 Interview Preparation (Before the Interview)
Session 9 Interview Preparation (During the Interview)
Session 10 After the Interview

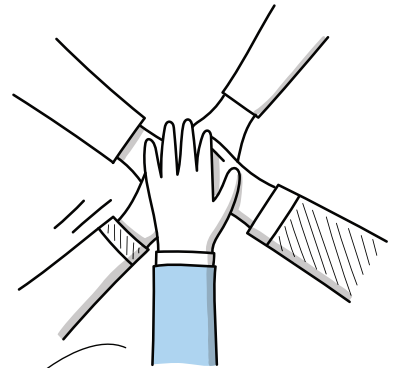




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