

People with good communication skills reflect confidence, have high self-esteem and enjoy a healthy interpersonal relationship with friends and family.

This certificate course is systematically designed to introduce students to the fundamentals of business and interpersonal communication. It intends to improve their verbal, nonverbal and written communication. The course will also familiarize students with the issues of ethics and plagiarism. Overall, it aims to equip students with communication skills essential for their academic, personal and professional lives.



This course will broadly address the following topics:

- *Communication basics: sender, receiver, message, medium.*
- Understanding self and audience
- Encoding and decoding
- Communication: five Ws and one H
- Business communication and its scope
- Corporate communication basics
- Verbal communication: language and its use, principles of verbal communication, lessons for facing personal interviews.
- Non-verbal communication: body language, speech movement
- Written communication: styles, principles, barriers, overcoming barriers
- Written communication: text, email, writing resume and personal statements

- Importance of visuals in communication, presentation and persuasion
- Listening skills: hearing vs listening, active listening
- Group communication and its dynamics, lessons for facing group discussion
- Intercultural and international communication
- Communication lessons for using social networking sites effectively
- Ethics and plagiarism in communication

After completing this course, students will have a greater understanding about the need and importance of effective communication in various interactions. They will obtain new insights about drafting their communications such as class presentation, personal statements for seeking admissions in higher education institutes, facing personal interviews, group discussions and managing their virtual profile through professional social networking sites. Moreover, intercultural and international communication will equip them in appreciating the communication dynamics and devising their acculturation strategy.

Duration

The certificate course will be completed in 30 hours. The students will attend two hours of online session (3-5 PM) for 15 days, starting from 12th April 2021 to 28th April 2021.

Mode of Teaching

The mode of teaching will be online through Google meet. The link for each session will be shared in advance with the students.

Eligibility

Any regular student of PGDAV College interested in learning effective communication skills is eligible to register for the course. The admission will be on a first-come, first-served basis.



Course Fee

₹ 250/- (non-refundable)

All the aspirants are required to pay course fee by NEFT/IMPS.

Bank details

Bank: Central Bank of India

Branch: PGDAV College Branch

A/c Name: PGDAV College Morning IQAC

A/c no: 3841718332

IFSC: CBIN0283940

MICR Code: 110016069

Please take a screenshot after payment of course fee. Proof of payment is required for registration.

Registration

All participants are required to register online after paying the course fee on or before 11th April, 2021.

Link to registration form: <https://forms.gle/GzCriWK25zKTZrQ16>

Registration is mandatory for all the participants.

Certificate

The certificate will be awarded to those attending all the online sessions and attempting all the quizzes. Participants are also required to submit online feedback for various sessions.

RESOURCE PERSONS



Mala Sinha
Former Professor of Business
Ethics & Communication,
Faculty of Management Studies,
Delhi University



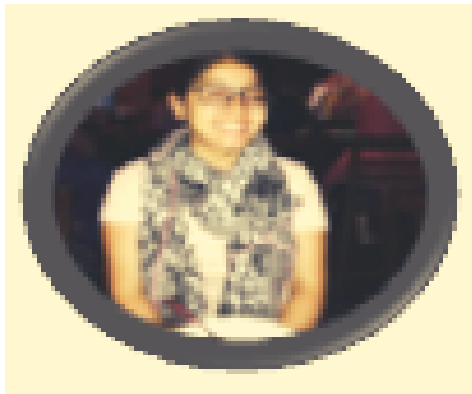
Dr. S.C. Makani (Retd.)
Associate Professor
Department of Commerce,
P.G.D.A.V. College



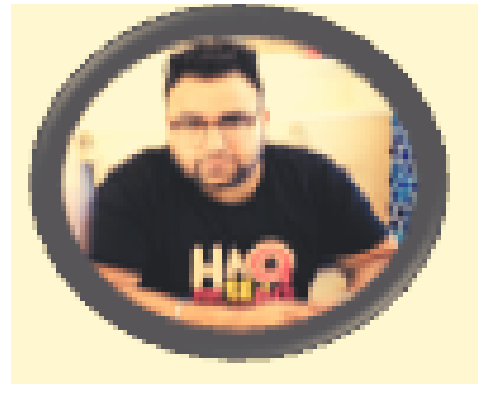
Dr. Sumati Varma
Consultant,
World Bank Group



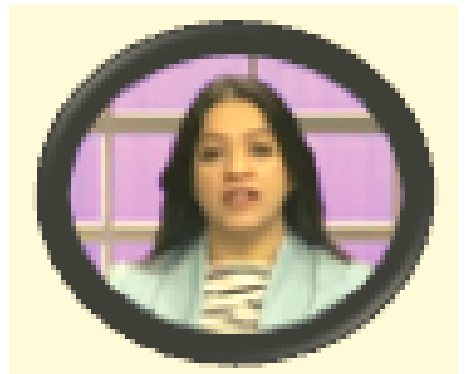
Dr. Akshita Arora,
Assistant Professor
Apeejay School of
Management, Delhi



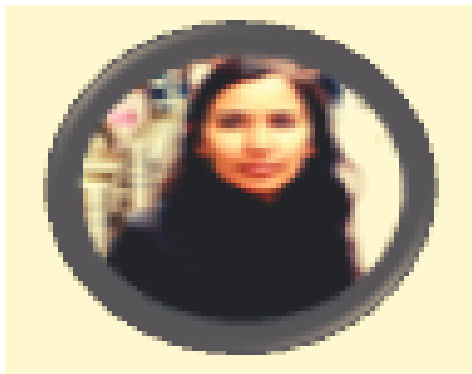
Ms. Pranjal
Senior H R Manager
Lava Mobiles



Mr. Abhishek Manchanda
former Radio Jockey,
Producer
Radio Mirchi 98.3FM



Dr. Richa Bajaj
Assistant Professor
Department of English
Hindu College
University of Delhi



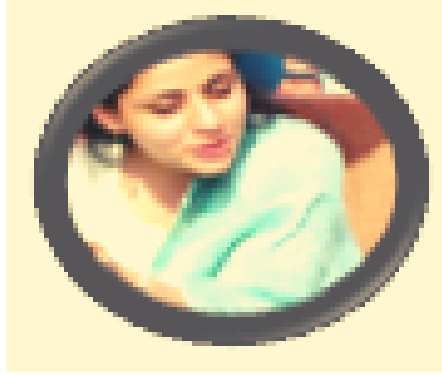
Dr. Perveen
Assistant Professor
Department of Commerce
PGDAV College
University of Delhi



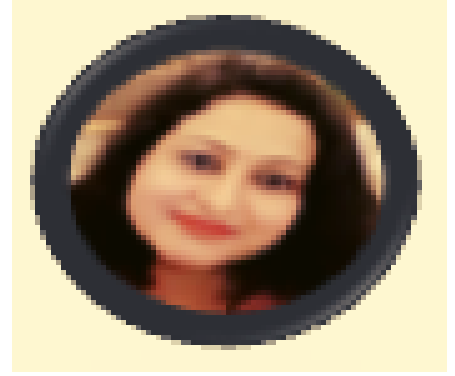
Dr. Vishal Chauhan
Associate Professor
Department of History
PGDAV College
University of Delhi



Ms. Renu Kapoor
Associate Professor
Department of English
PGDAV College
University of Delhi



Ms. Geetika Jaggi
Assistant Professor
Department of Commerce
PGDAV College
University of Delhi



Ms. Garima Gaur Srivastava
Librarian
PGDAV College
University of Delhi

Principal

Dr. Krishna Sharma

IQAC Director

Ms. Anu Kapoor

Organising Team

Dr. Perveen (Convener)

Dr. Rajni Jagota (Coordinator)

Dr. Shuchi Pahuja

Dr. Anindita Goldar

Ms. Megha Mandal

Ms. Suchitra Mehta

Mr. Saurabh Kumar

Ms. Aditi

For queries email at
communication_skills@pgdav.du.ac.in