

Best practice for the effective Communication

Course objectives for this professional training course.

To teach you/student on the following list of topics, to assist you on the expansion

of student knowledge base & exposure in the soft skills set area primarily focusing on the effective communication & presentation techniques:

- To introduce you/student to the overview of the soft skills set.
- To educate you/student on the importance of effective communication skills in any IT Companies.
- To educate you/student on the criticality of effective communication skills from student Professional career growth perspective.
- To educate you/student on the complete overview of effective communication skills set.
- To educate you/student on the applications/usage of effective presentation.
- To educate you/student on the commonly used generic software toolkit by IT professionals.
- To educate you/student on the commonly used software toolkit for conducting Technical Presentation purpose by the IT professionals of Technical/engineering line.
- To educate you/student on the commonly used software toolkit for conducting Business Presentation purpose by the IT professionals of Business line.
- To educate you/student on the practical usage of all the 3 major types of effective Communication skills & presentation techniques & stakeholder engagement in any IT work Environment
 - by means of 5 different Project use case studies in combination with real work life example scenarios, recommended Etiquettes, effective techniques & tools,
 - with a core objective of improvement of effectiveness of student in the communication skills set as well presentation areas.

Following table provides you the list of Soft skills set & their associated commercial applications

which are very essential for student technical & soft skill set improvement and are being covered

as part of this training course:

Soft Skills set.	Commercial Applications (i.e. real work life example scenarios)
1) Overview of Oral communication	<ul style="list-style-type: none"> i) Face to face 1x1 meeting with Manager, ii) Face to face local project group meeting
2) Overview of Written communication	<ul style="list-style-type: none"> i) Email, online chatting, ii) Physical documents: employment letter, iii) Digital/web documents: Presentation materials (PPT slides)
3) Overview of Visual communication	<ul style="list-style-type: none"> i) Technical/patent publications at company website and/or any open standard website such as IEEE, ii) Live broadcast of company wide scope meetings such as All Hands meeting, quarterly based company financial results
4) Overview of effective presentation techniques	<ul style="list-style-type: none"> i) Project group meeting involving cross-functional, cross-cultural & global teams, ii) Customer conference meeting, iii) Business meetings involving new business requirement gathering, stakeholder engagement, company finance
5) Overview of Microsoft toolkit: MS-word, MS-PowerPoint, MS-Visio, MS-Excel, MS-Project, MS-Upload, MS-Outlook, MS-SharePoint	i) Preparation of both Technical & Business presentation materials,
6) Overview of Linux toolkit: Writer, Impress, Base, Draw, Calc, ProjectLibre,	i) Preparation of both Technical & Business presentation materials,

7) Overview of meeting related tools set: WebEx or Skype	i) for conducting global scope technical or business meetings.
8) Overview of collaboration tools: MS-outlook, SMS, WebEx, document sharing, MS-SharePoint	i) For the effective way of communication purpose Such as email, online chatting, web