

Best practice for the effective Communication

- Syllabus for this online professional training course

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Chapter 1)

Introduction to the some of the most demanding Soft skills set across the multiple IT industries:

- Effective Communication. Project Management, People Management, ...
- Why effective communication skills set is being considered as one of the most demanding & expected core competency from any IT professional, across multiple IT industries?
- Why student professional career transition path in to an effective team member or team lead or account head, matters to IT professionals in any IT company?
- Questionnaires (Pause! It is time for student memory test)
- Virtual Break time to get some laugh to sooth your/student brain!

Chapter 2)

Complete overview of 3 major types of effective Communication skills set:

Oral, Written & Visual

- Some of the most demanding skills which are part of Effective communication skills set
- Usage of effective communication skills set across multiple IT functional domains.
- Usage of effective presentation techniques by multiple IT professionals of both Technical & Management lines.
- Questionnaires (Pause! It is time for student memory test)
- Virtual Break time to get some laugh to sooth your/student brain!

Chapter 3)

IT professional Toolkit:

- Commonly used concepts & techniques.
- Commonly used generic software toolkit
 - for the Technical presentation(s) on Unix/Linux enterprise system + storage platform(s),
 - for the Business presentation(s) by product Marketing, Sales, Business Analyst(s), Business Unit(s) Head.
- Questionnaires (Pause! It is time for student memory test)
- Virtual Break time to get some laugh to sooth your/student brain!

Chapter 4)

[5 different Project Use Case studies in combination with Effective techniques + Software tools

+ Etiquettes related to all the 3 major types of effective communication skills set & effective presentation]

1) Oral communication:

- **Etiquettes** (List of Do's & don't) in any IT companies.
- Real work life example scenario(s).
- Recommended Effective techniques + software tools to be used to improve.

2) Written communication:

- **Etiquettes** (List of Do's & don't) in any IT companies.
- Real work life example scenario(s).
- Recommended Effective techniques + software tools to be used to improve.

3) Visual communication:

- **Etiquettes** (List of Do's & don't) in any IT companies.
- Real work life example scenario(s).

- Recommended Effective techniques + software tools to be used to improve.

4) Effective presentation:

- **Etiquettes** (List of Do's & don't) in any IT companies.
- Real work life example scenario(s).
- Recommended Effective techniques + software tools to be used to improve.

5) Guidelines for stakeholder's engagement for influencing decision making.

- 6) Questionnaires (Pause! It is time for student memory test)
- 7) Virtual Break time to get some laugh to sooth your/student brain!

Chapter 5) Conclusion.

- List of recommended reference documents for further studies.
- Upcoming professional training courses from our company TASA.
- Final Thank you note.