Best practice for the effective Communication
- What you will learn from this professional training course?

Overview:
This online training course introduces you/student to the overview of soft skills set area primarily

focusing on the effective communication & presentation techniques.

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Take away from this online training course in terms of learning values:
[Note**: What I mean Gaining Experience is? =>**
  Expansion of student knowledge base and
  Exposure in terms of relevant real work life example scenarios, relevant toolkit,
  effective techniques, Etiquettes & project use case studies of some of the IT industry
  Subject Matter Experts (SME) **]**

Chapter (1)
  ➢ Gaining experience on the overview of soft skills set area,
  ➢ Gaining experience on the importance of effective communication skills in any IT Companies,
  ➢ Gaining experience on the criticality of effective communication skills from student Professional career growth perspective,
  ➢ Student memory test session by means of Questionnaires,
  ➢ Virtual humor sessions by means of IT specific Cartoon(s).

Chapter (2)
  ➢ Gaining experience on some of the most demanding skills which are part of Effective

  communication skills set,

  ➢ Gaining experience on some Usage of effective communication skills set across multiple IT

functional domains,

➢ Gaining experience on the usage of effective presentation techniques by multiple IT professionals

of both Technical & Management lines,

➢ Student memory test session by means of Questionnaires,
➢ Virtual humor sessions by means of IT specific Cartoon(s).

Chapter (3)

➢ Gaining experience on the 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,

➢ Student memory test session by means of Questionnaires,
➢ Virtual humor sessions by means of IT specific Cartoon(s).

Chapter (4)

➢ Gaining experience 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,

➢ Student memory test session by means of Questionnaires,
➢ Virtual humor sessions by means of IT specific Cartoon(s).

Chapter (5)

➢ List of recommended reference documents for further studies,

➢ Upcoming professional training courses from our company TASA,

➢ Final Thank you note.

Benefits to you/Student:

[What are benefits student can bring in from taking soft skills set based pro-training course(s)

including the current pro-training course?]

What are the values you may bring in to the team and to the upper management?

- As a project team member/lead/manager, you are always smart enough to pick right type of communication
to convey your message (your project status or accomplishment reports or presentations or TOI or
current burning issues with your own recommended resolutions or training or mentoring). And,
your conveyed message is always very clear, precise, concise and accurate to the targeted audience
of any level. This is what needed by your peers, upper management and executive management
within your or across multiple, related organizations.
- As a project team member/lead/manager, you are always smart enough to effectively interact with
your peers within your and across multiple, related functional groups/organization to effectively get
the work done from him/her.
- As a Project Team Lead, your will be in position to completing all the planned Tasks with high quality,
before the end of project deadline and hence, will help in completion of overall project in time.
Thus helps in increasing the maturity of the team in terms of project planning, execution, delivery.
- This will make the management to gain confidence on you and respect, appreciation and reward you and/or
your teams in terms of bonus, stock options, promotions and assigning more critical projects.

What is the benefits student may gain in terms of career transition/growth options?

- Possessing work experience in soft skills set including effective communication & Presentation which were covered as part of this current pro-training course, is unique and the management in any high tech. companies, gives significant importance to you by considering you
for the bigger leadership roles such as Project Team Lead, Program/Product Manager within the organization.
- Also, during new job interview process and/or promotion process, you will be given higher preference than
other candidates. This is because it takes several months of hard work, dedication and commitment to gain
expertise in those above long listed soft skills set.

So, enhancement of student soft skills set base, are going to hugely boost your market value in the
high tech. industry in terms of career growth & job opportunities.