

	<h1>Staff Development Program</h1>	
<p>Title : Staff Development Programme on Communication</p> <p>Date : 11-Dec-2023 - 15-Dec-2023</p> <p>Time : 14:25 - 17:30</p> <p>Venue : TT306</p>	<h2>Discussion Points</h2> <ul style="list-style-type: none">- Grammar in Everyday UseCommon ErrorsDrafting an Email and LettersEnhancing Speaking SkillsConversational English	
	<p>Resource Person 1 - Details</p> <p>Name : Mathumathy S</p> <p>Designation : Assistant Professor Grade 1, School of Social Sciences & Languages</p> <p>University/ Company : VIT, Vellore</p> <p>Address : India, 632014.</p>	
	<p>Resource Person 2 - Details</p> <p>Name : Senthil Babu M K</p> <p>Designation : Assistant Professor Grade 1, School of Social Sciences & Languages</p> <p>University/ Company : VIT, Vellore</p> <p>Address : India, 632014.</p>	
<h2>Resource Person's Profile :</h2>		
<h3>1. Profile of Mathumathy S</h3> <p>Dr.S.Mathumathy is Assistant Professor of English, School of Social Sciences and Languages, Vellore Institute of Technology Vellore. She is an Energetic, enthusiastic, focused and motivated linguistic professional with over 5 years of Research experience and twelve years of teaching experience, committed to instilling an appreciation for English language skills, Literature, Soft skills, Career Enhancement and phonetics development. She was Awarded the financial grant for Research by National Te</p>		
<h3>2. Profile of Senthil Babu M K</h3> <p>Dr. M K Senthil Babu working as an Assistant Professor at VIT Vellore. He is an Experienced Professor with a demonstrated history of working in English Language Teaching. He is Skilled in Sociology of Education, Applied Linguistics, Media and entertainment, Research, and Academic Research. He has Strong education professional with a Doctor of Philosophy - PhD focused in Linguistics from National Institute of Technology Tiruchirappalli.</p>		

Effective communication is the cornerstone of a thriving and productive workplace environment. This abstract presents a structured staff development program designed to bolster communication skills among employees at all levels within an organization. The program integrates a multifaceted approach, combining interactive sessions, one-on-one coaching sessions, and immersive simulations to address diverse communication needs.

A 5-Day SDP program commences with a comprehensive assessment of participants' communication styles and strengths, followed by tailored strategy targeting key areas such as verbal and non-verbal communication, activities on writing and speaking skills. Practical exercises and role-play scenarios encourage active participation and skill application, ensuring immediate and tangible results.

Furthermore, personalized coaching sessions provide individualized guidance, allowing employees to refine their communication techniques in real-world scenarios. Through constructive feedback and personalized development plans, participants are empowered to overcome specific challenges and maximize their communication potential.

Preliminary evaluations indicate significant improvements in participants' communication proficiency, resulting in enhanced team collaboration, increased client satisfaction, and heightened overall organizational effectiveness. This abstract underscores the program's potential to revolutionize workplace communication dynamics, ultimately fostering a more cohesive, innovative, and successful organizational culture.

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Coordinator: **Teaching Learning Centre of Excellence, VIT, Vellore**