



## Staff Development Program



**Title :** Staff Development Programme on Communication - Hindi

**Date :** 08-Jan-2024 - 12-Jan-2024

**Time :** 14:25 - 17:30

**Venue :** TT 707

### Discussion Points

- Hindi sentences Sentence Structure and Basic Greetings Your daily routine Describing Things with context Introgrative words Kya Kaise Kaun



### **Resource Person 1 - Details**

**Name :** Jayalakshmi K

**Designation :** Associate Professor Sr., School of Social Sciences & Languages

**University/ Company :** VIT, Vellore

**Address :** India, 632014.

### **Resource Person's Profile :**

#### **1. Profile of Jayalakshmi K**

Dr K Jayalakshmi, Associate Professor and Head from Vellore Institute of Technology, Vellore Campus has been working there from past 15 years. She graduated from Cochin University of Science and Technology with her Masters, M.Phil and Ph.D. She also has a Post Graduate Diploma in Translation and Journalism from Cochin University of Science and Technology. Translation, Comparative Literature, and Literature are her areas of expertise. She has authored one book and has numerous book chapters.

The abstract presents a structured staff development program designed to bolster communication skills in Hindi 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.

5-Day FDP 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