



Staff Development Program



VIT[®]
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

Title : Staff Development Programme on Communication - Advanced Level

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

Time : 14:25 - 17:30

Venue : MB 210

Discussion Points

- Grammar in Everyday Use Common Errors
- Drafting an Email and Letters Enhancing Speaking Skills
- Conversational English



Resource Person 1 - Details

Name : Sujatha Aravindakshan Menon

Designation : Associate Professor Grade 1, School of Social Sciences & Languages

University/ Company : VIT, Vellore

Address : India, 632014.



Resource Person 2 - Details

Name : Mary Jennifer J

Designation : Assistant Professor Sr. Grade 1, School of Social Sciences & Languages

University/ Company : VIT, Vellore

Address : India, 632014.



Resource Person 3 - Details

Name : Evangeline Priscilla B

Designation : Assistant Professor Grade 2, School of Social Sciences & Languages

University/ Company : VIT, Vellore

Address : India, 632014.



Resource Person 4 - Details

Name : Thenmozhi M

Designation : Assistant Professor Sr. Grade 1, School of Social Sciences & Languages

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of Sujatha Aravindakshan Menon

Dr. Sujatha Menon is an Associate Professor in the School of Social Sciences and Humanities, VIT, Vellore. She has been teaching for more than 27 years at the tertiary level. She has conducted more than 63 workshops, webinars, and training programmes. She is a storyteller and is deeply interested in The Neuroscience of Learning, Oral Storytelling, Myth and Mythopoeia, Technology-enhanced Language Learning, and Materials Design. She won the Excellence Award for Publications in Jazan Univ

2. Profile of Mary Jennifer J

Mary Jennifer J (19628) earned Doctoral degree at National Institute of Technology, Tiruchirappalli, India. Her research arena includes reading, writing and cognition, emotions and second language acquisition and the role of AI in second language learning. She has published research articles and book chapter in reputed journals and Scopus indexed journals as well. Currently, she is working as an Assistant Professor in the School of Social Sciences and Languages at VIT

3. Profile of Evangeline Priscilla B

Dr. EVANGELINE PRISCILLA B 14082 is an Asst Professor (Grade 2) in the School of Social Sciences and Humanities, VIT, Vellore. She has been teaching for more than 27 years at the tertiary level. She has conducted many workshops, webinars, and training programmes and has published many articles in National and International Journals.

4. Profile of Thenmozhi M

Dr. M.Thenmozhi is an Asst Professor (Sr) in the School of Social Sciences and Humanities, VIT, Vellore. She has been teaching for more than 27 years at the tertiary level. She has conducted many workshops, webinars, and training programmes and has published many articles in National and International Journals.

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.

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