



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

Date : 2024-04-22 - 2024-04-26

Time : 14:25 - 17:30

Venue : TT725

Discussion Points

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



Resource Person 1 - Details

Name : Vidhya B

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

University/ Company : VIT, Vellore

Address : India, 632014.



Resource Person 2 - Details

Name : Saravanan V

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 Vidhya B

Dr. Vidhya. B is working as an Assistant Professor Grade 2 in the Department of English, School of Social Sciences and Languages at Vellore Institute of Technology (VIT),Vellore, Tamilnadu. She completed her Masters from The American College, Madurai and M.Phil under Bharathiyar University. She got her Ph.D from Madurai Kamaraj University in the field of Drama. She has 13 years of Experience in teaching and research.

certified trainer from British Council for the Business Englis

2. Profile of Saravanan V

Dr. V. Saravanan, is an Assistant Professor Senior in the Department of English, School of Social Sciences and Languages at Vellore Institute of Technology (VIT), Vellore, Tamil Nadu. He did his Masters and M.Phil., at Presidency College Chennai.

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