



Staff Development Program



Title : Staff Development Programme on Communication

Date : 20-Nov-2023 - 24-Nov-2023

Time : 14:25 - 17:30

Venue : TT 707

Discussion Points

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



Resource Person 1 - Details

Name : Sunitha V

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

University/ Company : VIT, Vellore

Address : India, 632014.



Resource Person 2 - Details

Name : Denish Raja Durai K

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

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of Sunitha V

Dr V Sunitha presently serves as Associate Professor in the Department of English School of Social Sciences and Languages at Vellore Institute of Technology Vellore India. She has more than two decades of teaching experience and has 90 publications to her credit. Her poems, short stories, translations articles on English literature and English Language Teaching were published in many Scopus indexed and impact factor journals. She has published a book at international level

2. Profile of Denish Raja Durai K

Dr DENISH RAJA DURAI is a faculty of English Studies in the School of Social Sciences and Languages at VIT Vellore. He specializes in Style studies as well as transdisciplinary studies with a focus on Topography, Translation, Applied Linguistics, Sangam Classics, and Environmental Humanities. He translates for the film, theatre, and art industries. He is a Dravidian Linguistic Fellow.

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 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