About Electronics & ICT Academy at IIITDMJ (MP)

Department of Electronics and Information Technology, Government of India has instituted four Electronics and ICT Academies with one academy at IIITDM Jabalpur with the primary objective of preparing manpower for two important missions - 'Digital India' and 'Make in India'. The Academy aims at scalable training programmes in niche areas of electronics and ICT for the development of required knowledge base, skills and tools to unleash the talent of Indian population. IIITM Gwalior, MANIT Bhopal, and IIT Indore are partners in organizing specialized courses for faculty, students and unemployed graduates under the Academy. In addition, the Academy will conduct customized training programmes for corporate sector and research promotion workshops for faculty teaching in colleges. The Academy is envisioned to become a central hub of activities on training, research, consultancy work and entrepreneurship programmes.

About PDPM IIITDM Jabalpur

IIITDM Jabalpur was established in 2005 with a focus on education and research in IT enabled Design and Manufacturing. Since its inception, PDPM IIITDM Jabalpur has been playing a vital role in producing quality human resources for contribution in India's mission of inclusive and sustainable growth. The Institute offers undergraduate, post graduate and PhD programmes in Computer Science and Engineering, Electronics and Communication Engineering, Mechanical Engineering, Design and PhD programmes in Mathematics and Physics. Under IIIT act, the Institute has been declared an Institute of National Importance in January 2015. The Institute campus is being developed on 250 acres of land close to Dumna Airport, Jabalpur. The Institute is 10 kms from the main railway station and 5.5 kms from Dumna airport, Jabalpur

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Faculty Development Programme
Business Communication and Soft Skills in the Corporate Culture

Who can attend? Programmes are open to faculty, research scholars, M.Tech/MS, M.Phil Students from all the colleges and universities in the states of M.P., Chhattisgarh and Maharashtra. Industry personnel working in the concerned/allied discipline may also apply.

How to apply?
Online – The participants may log on to the website ict.iiitdmj.ac.in and fill up the application form apply online clearly mentioning name of the course.

By Email – Scanned copy of the filled in application form duly endorsed by the forwarding authority to be mailed at academyiiitdmj@gmail.com. Application format may be downloaded from the website (Also given in this brochure).

Print out of the filled in application form duly endorsed by the forwarding authority and a demand draft in favour of 'Electronics and ICT Academy, IIITDMJ' payable at Jabalpur may be brought at the time of on-site registration on December 19, 2015. No Travelling Allowance will be paid by the Academy.

Important Dates:
Last Date of Online Registration: Dec. 14, 2015
Spot Registration also available if seats are available.
Course Dates: December 19-25, 2015

Registration Fee:
Rs. 2000/- (Course material + lunch inclusive)

Accommodation charges including breakfast and dinner) Rs. 2000/-.

Course Coordinators

Prof. Vineeta Kaur Saluja
(Cell No. 09425163159)
vineeta.saluja@gmail.com

Dr. Biswajeet Mukherjee
(Cell No. 09425805501)
biswajeet.26@gmail.com

Website: ict.iiitdmj.ac.in

Business Communication and Soft Skills in the Corporate Culture

Seamless Learning Opportunities

Faculty Development Programme
Under Electronics and ICT Academy

An Initiative of Department of Electronics and Information Technology, Government of India

Electronics and ICT Academy
PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, Dumna Airport Road, Jabalpur 482005

Building Human Resource For Digital India

EI&ICT Academy
IIITDMJ

Faculty Development Programme
Business Communication and Soft Skills in the Corporate Culture

December 19-25, 2015

Introduction and objectives of the course:

Communicating effectively extends across all areas of business including technical, clerical and social positions. The phenomenal growth of trade created the need for the ability to speak and write in ways that are sensitive to and cognizant of the factors in different cultural contexts. With this background the FDP discusses the importance and benefits of effective communication. At the end of this course ,the participants will be able to polish their public speaking skills , be informed of the latest trends in business communication, learn the role of critical thinking for improving public speaking skills, grasp and learn the ways to improve their credibility as a speaker and revisit their language and personality development skills.The pedagogy shall include:

- ➢ Role Plays
- ➢ Audio Visual Media
- ➢ Case Studies
- ➢ Video Shooting for Presentation
- ➢ Communication Games
- ➢ Lecturing
- ➢ Group Discussions

Resource Persons:
Prof. Lilavati Krishnan
Professor (Pschycology)
IIT Kanpur

Dr. Binod Mishra
Associate Professor, Department of HSS
IIT Roorkee

Dr. Archana Parashar,
Assistant Professor
Business Communication
IIM Raipur

Prof. Vineeta Kaur Saluja,
Professor,Discipline of Humanities and Social Sciences
PDPM IIITDM Jabalpur

Dr. B. Mukherjee,
Assistant Professor, Electronics and Communication Engineering
PDPM IIITDM Jabalpur

Course Contents (including Exercises)

Module1: Introducing the fundamentals of Spoken Business Communication, Improving listening skills through audio-visual exercises, Understanding the function of kinesics, proxemics, chronemics, paralanguage in interpreting and underlying message of the words, learn positive gestures and facial expressions and recognize cues indicated by body language.

Module2: Communicating the self: Introducing ourselves, networking in a business context, Group Discussions on Cases, Tips for GD, Do's and Don'ts for a GD, Summarizing a discussion, Evaluation Communication and Personality traits.

Module3: Preparing for Job interviews, Handling pressure of an interview, Practicing different types of interview questions, Body language for the interview, Describing skills and competence during the interview, Practicing STAR technique for professional interview.

Module 4: Role Plays in Business Situations, receiving and giving feedbacks, making, accepting and refusing suggestions, expressing opinions and beliefs in communication context, Develop oral Communication Skills required for the global business environment.

Module 5: Use of proxemics and paralanguage in presentations, Use of power point, software available on the internet to improve their speaking and grammar analytics.

Contact Us
Course Coordinator,
Next Generation Wireless Systems and Standards
Electronics and ICT Academy
PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur,
Dumna Airport Road, Jabalpur 482005

academyiiitdmj@gmail.com

Application for Registration

Name of the Course / Programme:

Name of the Applicant (first, last):
Gender: F/M/TG
Designation:
Name and Postal Address of the Organization/Institute/college:

City/town:

Email:

Alternate email (if any)

Phone Number:

Mobile Number:

Do you need accommodation? Yes/No. If Yes

Date and time of arrival

Date and time of departure

Note: Accommodation and meal facility will be available only from the evening of December 18 to the morning of December 26, 2015.

Name and designation of the authority who forwarded the application /gave approval for attending the course)

Details of the Demand Draft: Number, Date, Issuing Bank, payable at

Signature of the Applicant

I hereby agree to relieve Mr./ Ms./ Dr.   ………………
In case she/he is selected to attend the programme.

Signature and Seal of the Forwarding Authority