

Communication Basics - 15 Days

DAY - 1

- Understanding the needs of each participant
- Introduction Session
- Exercise - Writing (Writing what we heard)
- Q & A session

Assignment - Read the Top Five News of the Day before the Session.

DAY - 2

- 8 Mantras of communication
- 30 Seconds Exercise

DAY - 3

- Listening, Thinking and Questioning

DAY - 4

- Initiating a conversation.
- Identifying your Biases

DAY - 5

- Ways to improve communication with people from different cultures.
- Assignment - Meet people you don't know, talk to them, get their story - write it and get it for the next session.

DAY - 6

- Storytelling - Types / Styles - Voice/ Language

DAY - 7

- Writing - Positive & Negative Language via exercises
- Email Writing
- IM and Phone Etiquettes

DAY - 8

- Writing - Punctuation & Vocabulary

DAY - 9

- Writing to Speak - Public Speaking & Debate

DAY - 10

- Non Verbal Communication

DAY - 11

- Body Language & Tone - Speaking Skills

DAY - 12

- Project - 1 - Presentation / Debate

DAY - 13

- Project - 2 - Comprehension & Articulation - Listening Skill

DAY - 14

- Project - 3 - Writing

DAY - 15

- Your STORY