



Date: 25th February, 2022

Report	
Name of Activity	Workshop on Effective Communication and Presentation Skills
Date	28 th February, 2022
Venue	School of Education, MIMT
Organized by	School of Education, Mangalmai Institute of Management & Technology
No. of Beneficiaries	31 Students of B.Ed. and B.A.B.Ed.
Resource Person	Mr. Ashok Kumar Sangwan Head Cost of Delivery at Wipro Limited
Activity In-charge	Ms. Renu, Faculty Education Department
Objectives	<ul style="list-style-type: none"> • To create awareness of one's current presentation skills and practice & develop effective skills for presentation. • Understand the importance of communication and its types. • Developing effective verbal and non-verbal communication. • To make the participants understand the importance of grooming and etiquette and cross-cultural communication. • To learn the effective presentation skills.
Content	<p>The workshop was organized by the T&P committee, MIMT, on 28th February, 2022 with the view to encourage participants to upgrade their communication and presentation skills and shed their inhibitions and negativity, identify, build and improve their professional image, enhance awareness towards one's role in the organization, overcome the barriers in communication and presentation. The workshop started with the introduction of the workshop and orientation of the participants by the Activity-in- Charge Ms. Renu, Faculty Education Department . This was followed by a lecture and discussion by the Resource Person Ashok Kumar Sangwan, Head Cost of Delivery at Wipro Limited on importance of presentation in today's era, dynamics of communication such as the basic process of communication, means of communication- word, gestures, pictures, body language, etc., hindrances to communication - dealing with assumptions, barriers in communication - understanding and dealing with it. The session also helped in the Self Awareness of participants in terms of difficulties faced during presentations (Group discussion, Role play). A total of 31 students participated in this activity.</p> <p>The workshop was concluded with the concluding remarks by the Activity In-charge Ms. Renu, Faculty Education Department.</p>
Outcome of Activity	<ul style="list-style-type: none"> • All the participants of the workshop took keen interest in all the activities. • All the participants got the opportunity to familiarize themselves with effective communication and presentation skills being used on the social and academic platforms • All the participants got a chance to develop and enhance their communication and presentation skills. • This activity also turned out to be a very good tool to manage social, academic and professional stress they face due the lack of knowledge of these skills.



(Dr. Manoj Kumar Singh)

Principal

List of Participants of “Workshop on Effective Communication and Presentation Skills” held on 28th February, 2022

List of Participants (B.Ed)	List of Participants (B.A.B.Ed)
Dayashankar	Annpurna Bhardwaj
Ashutosh Ranjan	Bhoomika Parashar
Gayatri Panday	David Bhati
Harshikha Tiwari	Monika Upadhayay
Jyoti Bhardwaj	Deeksha Pachauri
Km Nandini Sharma	Archi Bhati
Akshay Kumar	Deeksha
Km Swati Chaurasia	Simran Mangla
Muskan Garg	Komal Sharma
Yatin Soni	Priti Jaiswal
Nishu Goel	Lavanya Singh
Aruna Chandel	Jyoti Saini
Mohit Yadav	Nishu Payal
Varsha	Rohit Chandila
Reenu Bhati	Kajal Malik
Manish Kumar	

(Dr. Manoj Kumar Singh)
Principal



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