

AICTE SPONSORED SHORT-TERM COURSE
ON
“DEVELOPING INTERPERSONAL COMMUNICATION STRATEGIES”

(August 25–31, 2010)
(One Week)

Organised by
Continuing Education Programme
IIT Kharagpur

in the
Department of Humanities and Social Sciences
IIT Kharagpur



Coordinator
Dr. Vijai N. Giri
Professor of Communication Studies
Department of Humanities and Social Sciences
Indian Institute of Technology
Kharagpur – 721302 (W.B.)

OVERVIEW

We are living in an age, which is full of challenges and competitions. To the best of our capabilities, we try to meet these challenges. A person might possess a number of good qualities necessary for fulfilling day-to-day obligations, but lack of effective communication abilities might make the task difficult. Today, it cannot be denied that an individual's success or failure largely depends on his/her communicative abilities.

The fabric of human society is woven of social communication and interaction. The understanding of the process of communication helps us survive in corporate, academic or social world. With the changing time, the attitudes and beliefs of people are also changing, so are their communication behaviours. Thus, it has become essential to understand properly the verbal and nonverbal communication styles of individuals and get one's own style adjusted to overcome the communication barriers. The course will enable participants to develop skills in communication to deal with conflict situations and to achieve success in resolving such conflicts. Skills in communication strategies will help participants in handling different kinds of people in different situations to get the work done. Lectures on verbal and nonverbal communications skills will equip participants understand properly the complex nature and behaviour of men and women. In addition, the course will also focus on marital communication, and intercultural/transcultural communication.

COURSE CONTENTS

- Communication Basics
- Communication Process: Different Models
- Intrapersonal Communication
- Interpersonal Communication
- Communication Styles
- Organizational Communication
- Gender Differences in Communication
- Listening Skills
- Nonverbal Communication
- Communication at Work Place
- Overcoming Barriers of Communication
- Strategies for a Supportive Communication Environment

- Conflict Management: A Communication Skills Approach
- Nuances of Communicating in Teams
- Ethical Communication
- Marital Communication
- Communication across Cultures
- Seminar Presentations
- Facing Interviews

FACULTY

The faculty consists of experts in the area of communication from the Department of Humanities and Social Sciences, IIT Kharagpur as well as experts from other organizations/universities.

COURSE MATERIALS

Necessary course materials will be provided to the participants during the course.

WHO CAN APPLY?

Teachers of AICTE approved Engineering Colleges/Universities.

HOW TO APPLY?

Download the registration form. Filled in registration form should reach the course coordinator on or before **July 30, 2010**. A confirmation letter will be send to the participant by email/post once we have received your registration form.

IMPORTANT DATES

Last date for receiving application	July 30, 2010
Course dates	August 25-31, 2010

REGISTRATION FEE

No Registration Fee will be charged from the teachers of AICTE approved Engineering Colleges/Universities.

TA

The selected teachers from AICTE approved Engineering Colleges/Universities will be paid TA **(limited to a maximum of AC-3 tier by the shortest route).**

FOOD & ACCOMMODATION

Participants will be provided food (breakfast, lunch, dinner) & accommodation (twin sharing) in one of our Institute guest houses. Details of accommodation will be sent to the participants in due course.

COURSE COORDINATOR

Dr. Vijai N. Giri

Professor of Communication Studies
Department of Humanities and Social Sciences
Indian Institute of Technology
Kharagpur – 721302 (W.B.)
Phone: (03222) 283612 (O), 283613 (R)
Fax: (03222) 282270
Mobile: 0-9434047327
e-mail: vng@hss.iitkgp.ernet.in
vng.iit@gmail.com

REGISTRATION FORM
AICTE SPONSORED SHORT-TERM COURSE ON
“DEVELOPING INTERPERSONAL COMMUNICATION STRATEGIES”
(August 25–31, 2010)

Filed in application should reach the course coordinator on or before **July 30, 2010**.

1. Name : _____
2. Whether Male or Female : _____
(for accommodation purpose)
3. Designation : _____
4. Specialization : _____
5. Organization : _____
6. Mailing Address : _____

Distt.-.....State:..... PIN.....

- Telephone No. : _____ Mobile: _____
E-mail : _____
7. Date of Birth : _____
8. Highest Educational Qualification: _____
9. Professional Experience (in years) : _____

Please register me for the course on “*Developing Interpersonal Communication Strategies*” to be conducted at IIT Kharagpur **during August 25-31, 2010**.

Date:

Signature of the Applicant

Certificate

Certified that Mr/Ms/Dr. -----
is being nominated for attending short-term course on “Developing Interpersonal Communication Strategies” at IIT Kharagpur during **August 25-31, 2010**. Our Institute/College/University is approved by AICTE.

Signature with date and seal

Name :
Designation:
Organization: