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One-day Training Programme on
“Effective Interpersonal Skills for Managerial Excellence”

Organized by

Department of Humanities and Social Sciences, IIT Kharagpur

Coordinator: Dr R K Pradhan, Dept of HSS, IIT Kharagpur-721302, India

Venue of the Course: IIT Kharagpur, Kolkata Campus

HC Block, Sector – III, Salt Lake City, Kolkata – 700106

Date: 22 -01- 2012: **Time:** 9.30am – 5.30 pm

Objective

The main objective of the course is to impart training on different interpersonal skills that are vital for working professionals for achieving managerial excellence; Secondly, to train the participants how to use different methods of imparting training for developing effective interpersonal skills of their employees in their respective organizations; Third, to make them understand the importance of interpersonal skills in organization in general and in groups or team works in particular, and also in nurturing effective leadership for leading their organizations ahead of others in today's competitive business.

Content

Personal Profiling, Self-Efficacy, Interpersonal Communication, Conflict Management, Assertiveness, Leadership & Team Skills, EQ skills & Competencies, Stress Management

Method

Audio-Visual lectures, Structured exercises, Group activities, Role plays, Management games

Target Participants: Industry Managers, Professionals, Trainers, Academicians

Eligible Qualification: Graduation/Post Graduation

Course Fees: For Academics: Rs. 2000, For Industry: Rs. 3000/-;

For Foreign Nationals: Rs.10, 000/-

(Course fee includes course materials, tool kit, lunch and two times tea)

Pay your course fee by making a Demand Draft in favour of “CEP-STC-IIT Kharagpur” from any nationalized bank, payable at Khargpur.

Certificate: Certificate will be provided after completion of course.

Contact Person: Dr R K Pradhan, Asst Professor, Dept of HSS, IIT Kharagpur-721302, West Bengal, India

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Fax: 03222- 282270/255303

Application Form

One-day Training Programme on

“Effective Interpersonal Skills for Managerial Excellence”

22nd January 2012

Organized by

Department of Humanities & Social Sciences, IIT Kharagpur

1. **Name:**
2. **Designation:**
3. **Age:**
4. **Sex:**
5. **Highest Educational Qualification:**
6. **Work Experience:**
7. **Name of the Organization:**
8. **Address for Correspondence:**
9. **Contact No.:**
10. **Email:**
11. **Details of the Draft:**

DD No.-----; Date: -----; Issuing Bank: -----

(Signature of the Candidate)