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## STEP 1: NOTIFICATION OF COMMUNICATION TRAINING SESSIONS

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### **Subject**

Important: Training sessions on **Communication and Management in an Organisation**

[TGCOMSX-001]

Dear colleagues,

We are organising a series of training sessions on:

### **“Communication and Management in an Organisation”**

*Communication is the interaction between interrelated individuals within a particular environment where they are directed to achieve individual and shared goals.*

*Communication is a broad field encompassing verbal, written, body language etc.*

*Management is the planning, organising, leading and controlling of resources towards individual and shared goals. In this context, they are you, your projects, and the team.*

*These training sessions will enable you to gain insight, knowledge, and skills in key areas related to work; and will also offer exposure to methodologies, tools, and much more!*

*For example, you may (a) accomplish goals by planning and managing your tasks, priorities, and time; (b) acclimate you to thought processes that improve organisational creativity and innovation; (c) improve policies, procedures, regulations that support daily operations; (d) develop work relationships that are more fulfilling and improve morale; (e) coordinate, plan, and control operations of a project; (f) speak publicly with more refined abilities, including presentations and events; (g) understand plan, organise, negotiate, and resolve conflicts; (h) learn to think and communicate critically to solve problems; (i) engage people in complex projects, discussions, and focus on targeted outcomes.*

## SESSIONS (CONTENTS)

Session	Area	Topic
1	Communication	Foundation
2		Research & Writing
3		Presentations & Public Speaking
4		Meetings & Networking
5	Management	Foundation
6		Project Management
7		Methodologies
8	Communication & Management	Applications and tools

*\*Contents are subject to change.*

## IMPORTANT INFORMATION

- Broad range of topics may be covered across training sessions; and even in each training session.
- Each training session will comprise of (a) a lecture with presentation, (b) group activity, and (c) individual activity. Each session will last between two and three hours. There will be an opportunity to ask questions or provide feedback.
- Sessions will take place between:
- 12<sup>th</sup> of September and 20<sup>th</sup> of December, 2019.
- *Information about each training session will be conveyed a week in advance.*

***More information forthcoming!***

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## Subject

Invitation: Training session 1 on Communication Foundation

### **Why is communications essential?**

Communication facilitates the flow of information, understanding between staff, basic functions of management, motivation, decision-making, professional attitude, networking, and organisational hierarchy. In an organisation, communication takes place between different people and departments through varied channels, media, and networks. This flow of information must diffuse effectively throughout the organisation for it to achieve its goals. Communication may enable you to excel in basic functions of management i.e. planning, organising, leading, and controlling. Communication can enhance motivation by informing and clarifying others about tasks, how the tasks are being undertaken, and how they may improve their performance. Communication is essential in the decision-making process as individuals can identify and assess alternative course of actions more effectively. Communication plays a crucial role in a professional's attitude, as a well-informed professional has shown to be more positive and productive than poorly-informed professionals. Communication promotes socialising, networking and other activities in the lives of professionals that foster better relationships. Communication also reinforces organisational hierarchy to ensure all staff perform their role effectively and efficiently, and convey any challenges, problems or grievance to their superiors, thereby assisting in the controlling function of management.

There exists a perception by most professionals that they are good at communication and therefore specialised training is not required or that it is very basic in nature and therefore not much can be gained! However, this is far from reality. Most communicators fail to plan communication, convey the meaning of a message, or even communicate efficiently as they could otherwise with the aid of training and practice.

[TGCOMS1-001]

**Training Session 1: Communication and Management in an Organisation –  
Communication Foundation**

**CONTENTS**

1	Communication Foundation			
#	Activity	Topic		Sub-topic
1.1	Presentation		What is communication?	Definition Purpose
1.2			What are the forms of communication?	Modes Types Mediums
1.3			Challenges in communication?	
1.4			How to be an effective communicator?	Planning Critical-thinking Persuasion Storytelling
1.5	Group Activity		Case study	
1.6	Individual Activity		Quiz	
1.7	Feedback		Survey	

*\*Contents are subject to change.*

The first session will be on the **10th of October, 2019.**

We may have limited spaces available, please register your interest early!

*If you would like to find out more, please view the section '**further information**' below.*

## REGISTRATION (LINK)

<https://apurv484595.typeform.com/to/QqCrc9>

## SCHEDULE

DATE	DAY	TIME	EVENT
09 10 2019	WED	12:00	Registration deadline
09 10 2019	WED	18:00	Registration confirmation
10 10 2019	THU	14:00	Training Session 1 (Start)
		14:05	Presentation
		15:00	Group activity
		15:45	Individual activity
		16:30	Training Session 1 (End) + 2:30
11 10 2019	FRI		Feedback

*\*These are estimated and subject to change.*

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## FURTHER INFORMATION

### Session

Notification for each session will be sent to potential attendees a week in advance.

### Attendance

Everyone is welcome to attend the training sessions. However, attendance requires registration.

### Registration

Registration will be confirmed by 18:00 the day before the event.

The deadline for registration will be 12:00 the day before the event.

The confirmation will include relevant details i.e. location of the training session.

### **Questions**

Please raise your hand if you have any questions. The presenter will take note. The presenter may choose to hear or address your question at the end of each section or presentation.

### **Feedback**

*Everyone is welcome to provide feedback in order to enhance their experience in future training sessions. This may have to do with specific topics of interest, skills, activities etc.*

### **Changes**

*Topics, dates and times are subject to change. Any changes will be conveyed to the attendees by 18:00 the day before the event.*