



# **CHRIST COLLEGE – PUNE**

**Academic Year: 2018-19**

**Department of Commerce**

**Collaboration with: Association of Chartered Certified Accountants**

## ***Activity Report***

**Type of Activity: Seminar**

**Activity Name: SKILLS OF COMMUNICATION**

**Resource Person: Mr. Merin Varghese.**

**Date of the Activity: 07 December 2018**

**Activity Co-Ordinator: Mrs Jiji Johnson**



# Table of Contents

1. Activity Report
2. About the Resource Person
3. Circular / Notice / Brochure / Invitation Correspondence
4. Photos
5. Summary / Feedback

- Active listening skills
- Writing skills
- Verbal skills: interpersonal skills
- Technical skills
- Presentation skills
- Selling skills
- Negotiation skills
- Interviewing skills

*J. Johnen*



## SEMINAR ON SKILLS OF COMMUNICATION

Guest lecture on “Skills of Communication” was successfully conducted by the department of commerce, Christ College, Pune on 7<sup>th</sup> December 2018 for second year BBA, BBM and B.Com.

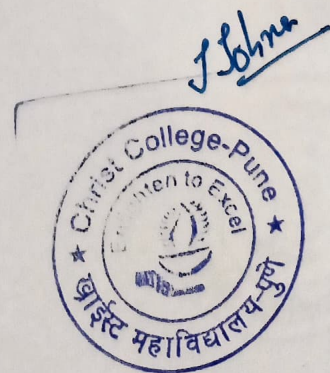
Mr. Merin Varghese started the lecture with a brief introduction about his personal life and experience. He was rejected from various interviews due to lack of communication. After a lot of struggle, he realized his drawbacks. He overcame his drawbacks and now is currently associated with Tech Mahindra.

### **Brief insight about the seminar:**

It is crucial to communicate effectively in negotiations to ensure you achieve your goals. Communication is also important within the business. Effective communication can help foster a good working relationship between you and your staff, which in turn can improve one’s morale and efficiency.

### **8 communication skills every professional should master**

- Active listening skills
- Writing skills
- Verbal skills: interpersonal skills
- Teamwork skills
- Presentation skills
- Selling skills
- Negotiation skills
- Networking skills



**About the resource person:**

Mr. Merin Varghese is currently working with Tech Mahindra.

NOTICE

DEPARTMENT OF COMMERCE

All the BBA, BHM and B.Com students are hereby informed that Department of Commerce is conducting a workshop "SKILLS OF FUTURE" in collaboration with Association of Chartered Certified Accountants on 7<sup>th</sup> December 2018. Students are requested to contact Class in-charge for further details.

*J. P. Varghese*



Date:07/12/2018

**NOTICE**

**DEPARTMENT OF COMMERCE**

All the BBA, BBM and B.Com students are hereby informed that Department of Commerce is conducting a seminar on "SKILLS OF COMMUNICATION" in collaboration with Association of Chartered Certified Accountants on 7<sup>th</sup> December 2018. Students are requested to contact Class In-charge for further details.

*J Johnson*

Mrs Jiji Johnson

HOD (Dept. of Commerce)



Photos:



Mr Merin Varghese taking a seminar on skills of communication



*J. John*



### Summary / Feedback:

The Skills of Communication Seminar proved to be highly beneficial for all participants. The knowledge gained in verbal and non-verbal communication, active listening, and effective presentation techniques will undoubtedly improve their communication skills both personally and professionally. Continued development in these areas will play a vital role in their future success.

*J. John*

