

Management Development Programme
on
“Interpersonal Communication and Presentation Skills
for Managers”

September 13th -14th, 2018



Program Director: Prof. V. Chandra



International Management Institute
New Delhi

INTRODUCTION

World would not have been what it is today without communication. With technological innovations and socio-psychological changes, communication patterns and processes have undergone major changes. Given the complexity of today's business environment, the need of getting the message across in a simple yet effective manner has become critical. While the program does not claim to give any 'Magic Formulae' or 'Quick-fix Solutions', it will help identify and unlock some of the regular communication hurdles, thus improving performance both at the individual as well as organizational level.

OBJECTIVES & COVERAGE

The objective of the program is to help participants enhance their oral communication and presentation skills under different conditions so that they apply it meaningfully in their work situations. The program will be "Learner" oriented rather than "Trainer" oriented, where opportunities will be provided to:

- Gain insight into our own communication skills and work out a strategy for improvements, if needed
- Analyze and understand different "Blocks" (individual and organizational) to effective communication in business and work out strategies to unlock them
- Develop skills in interpersonal communication
- Enhance team effectiveness through appropriate communication
- Acquire knowledge and skills in various types of business communication
- Enhance effectiveness in "Oral Presentation"
- Understand communication nuances in the global context.

METHODOLOGY

The two-day program is focused on activity based learning and shall be conducted through a proper blend of knowledge sharing through real life experiences followed by discussions, case studies, simulation exercises, etc. Opportunity will be provided to the participants for self-expressions and sharing of experiences. Informal communication both among the participants and between them and the faculty members will be a key element in the learning experience. Presentation skills session will be backed by video recording, playback and feedback.

WHO MAY ATTEND

The program will be useful for all those who want to improve their ability to influence, motivate, inspire and communicate effectively with others. It will be of particular benefit to: New Managers, Sales and Marketing Managers, Project Leaders, Team leaders, Senior Managers, Consultants from Public Sector, Private Sector, Multinational Organizations, Government Departments and other sectors like Tourism, Hotel and Hospitals etc.

FACULTY AND RESOURCE PERSONS

IMI faculty members and eminent resource persons will share expertise and experience in various sessions.

PROGRAM DIRECTOR

Prof. V. Chandra is a Professor of Communication and HR at International Management Institute, New Delhi. She holds a Master's Degree in Social Anthropology from Andhra University and a Ph.D. from Jamia Milia Islamia, New Delhi. She has been with IMI for over two decades where she is engaged in teaching, training, research and consulting in Organizational Communication, Cross Cultural Management

and International Human Resource Management. Widely traveled, she is an accomplished trainer in communication and has conducted several training programs for public and private sector organizations in India. She is also a certified trainer in personality profiling. She has authored three books and published several research papers in both National and International journals. Her current research interests include Organizational Communication, Work force diversity, Career and Talent Management. Prof. Chandra can be reached at : vchandra@imi.edu.

ADMINISTRATIVE DETAILS

Dates:

September 13th-14th, 2018

Venue:

International Management Institute
B-10, Qutub Institutional Area
New Delhi 110016

FEE

Non-residential: Rs. 18,000/- per participant (plus @ 18% GST) covering professional fee, program kit and lunch.

Residential: Rs. 25,000/- per participant (plus @ 18% GST) covering professional fee, program kit and boarding and lodging (airconditioned single room) at IMI Campus, New Delhi from noon of September 12 till noon of September 15, 2018.

Group Discounts

- 10% discount on fee amount is available in case an organization nominates 2 or more participants to the program.
- 20% discount on fee amount is available in case an organization nominates 4 or more participants to the program.

Fee is payable in advance by way of local cheque/DD in favor of “**International Management Institute**” payable at New Delhi or through direct electronic fund transfer to IMI Bank Account, as per following details:

Allahabad Bank Account Number: 50084979288
MICR Code: 110010007, IFSC Code: ALLA0211083
Pan No. AAAT10972K; GST No. AAAT10972KIZJ

Please mention the program name while making payment through electronic fund transfer.

REGISTRATION

The registration form duly filled in along with the program fee should reach us at least 7 days before the commencement date of the program. In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

CERTIFICATE OF PARTICIPATION

A certificate of successful participation by International Management Institute (IMI) will be issued to each delegate at the culmination of the program.

ABOUT IMI

IMI International Management Institute Nestled in Qutab Institutional Area, International Management Institute (IMI), New Delhi was established in 1981 in collaboration with IMI Geneva (now IMD Lausanne). IMI's flagship two-year Post-Graduate Diploma in Management (PGDM) program (launched in 1993) has Student Exchange programs with leading International Schools. These include ESC Rennes, France, Montpellier Business School, France, Frankfurt School of Finance and Management, Germany, Grenoble Ecole de Management, France, Louvain School of Management, Belgium, Sichuan Academy of Social Sciences, China, KEDGE Business School, France, University of Guelph, Canada to name a few. Besides its regular PGDM program, IMI New Delhi runs a two-year PGDM program in Human Resource Management (PGDMHRM) launched in 2006, a two-year PGDM program in Banking and Financial Services (PGDM B&FS) launched in 2014, a 15-month Executive PGDM for mid-career executives (Executive PGDM) launched in 1984 and a Fellow Program in Management (FPM) launched in 2011.

In addition, IMI New Delhi also offers ITEC (Indian Technical and Economic Cooperation) Programs, as it is one of the few empanelled Institutes of the Ministry of External Affairs, Government of India. Under the aegis of MEA organised special Commonwealth Assistance Program, 15 international students are selected into the Executive PGDM Program. These ITEC programs are targeted at various developing countries from the Afro-Asian, South American and SAARC region. Another distinguishing feature of IMI Delhi is its strong Alumni network of over 5000+ professionals at senior management levels in leading corporate houses.

All IMI New Delhi's long term programs are approved by AICTE, Ministry of HRD, and Government of India. IMI New Delhi is internationally accredited by Association of MBAs (AMBA), UK. IMI's diverse and experienced resource pool of faculty resources having a rich combination of academic rigor and corporate exposure is one of the institute's distinct strengths. This vast and enriched pool has a special focus on delivering management education, training, research and consultancy. IMI contributes significantly to the growth and development of management as a discipline in India.

IMI conducts a large numbers of Management Development Programs (MDPs) every year, which include Open Programs, specially designed In-company programs and Online programs in different functional areas. These programs are aimed at capability building of senior-level and top-level managers and executives to help them in updating their concepts and enhancing leadership and managerial skills.

IMI's strength across diverse management disciplines, backed by an excellent team of faculty and the strong network with eminent organizations, helps deliver its commitment towards its vision of being a premier global management school.

For registration/any other information, please contact:

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&

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