

Management Development Program

On

“Communications Skills for Managerial Effectiveness”

October 07-08, 2020



Program Director: Prof. Vijay Vancheswar



INTRODUCTION

The subject of Communications has become all the more important for today's Managers given the complexity of business operations across increasing locations, time spans and people. While on the one hand the advent of information technology has made communications faster, the art of smart and effective written and oral communications has become a casualty in the process. The ever-increasing pressure on time and attention span has brought forth the importance of simple and effective communications. Communications that is clear, precise and intelligent. Intelligent and smart communications therefore need to blend simplicity and candor with emotional maturity. This requires an appreciation on some non-written communication capabilities which enable a Manager to hone his or hers written skills. Another need in today's times is the art of effective presentations as these have become a necessary part of a Manager's job requirement irrespective of the function that a Manger handles.

Keeping the above factors in mind, this MDP has been designed to enhance and hone the communication skills of Managers working in the Indian context.

OBJECTIVES & COVERAGE

The program therefore aims to help Mangers communicate more effectively and in tune with the needs of today's business environment. The broader goal will be to establish a satisfying and fulfilling engagement, with all stakeholders of the company both within and outside the organization.

The program will be participative and based on experiential learning. Assisted with conceptual-frameworks and practice sessions, participants will be able:

- To analyze and appreciate the factors that work as enablers and inhibitors to effective Communications.
- Fine-tune their skills in Interpersonal Communications.
- To enhance their personal and professional effectiveness through effective and smart communications.
- Understand the nuances and art of persuasive business presentations.
- Develop insights on managing situations that are potentially stressful, unpleasant or unexpected.

METHODOLOGY

The workshop will combine theoretical constructs with practical applications. Case studies, simulations, role-plays and games will be utilized to enhance opportunities for learning. Participants will also be encouraged to demonstrate skills of self-expressions through participative exercises and sharing of experiences. Video formats will be used to record; review and course correct one's communications skills. The focus will be on making learning an ongoing process which is fun and satisfying in one's personal and professional transactions.

WHO MAY ATTEND

The program is tailored to meet the needs of senior and middle level managers of Public and Private Sectors, Multinational Organizations and Government Departments. In particular, the program will benefit those who wish to improve, upgrade and unlock their latent strengths in written communications and transactional capabilities.

FACULTY AND RESOURCE PERSONS

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

PROGRAM DIRECTOR

Prof. Vijay Vancheswar, has over 30 years' corporate experience in diverse large multinational and Indian organizations such as, ABB, Dabhol Power Co (Enron). Indo Rama, DLF and the GMR Group. Before joining IMI he was working as Group Head and Vice President with the GMR Group, a leading Infrastructure Developer, both nationally and internationally, where he was responsible for the group's strategic communication programs across its diverse businesses and geographies, including strategizing, planning and management of a variety of corporate communication initiatives involving enhancing the group's reputation matrix, corporate identity, image and awareness building exercises, focusing on its external and internal stakeholder constituencies. In addition, was also a member of the senior executive team responsible for the group's leadership development and training initiatives. During his corporate stint Prof. Vancheswar has been associated with top academic institutions including IMI, Great Lakes Institute and IMT as a visiting faculty in the areas of corporate communications, marketing services, branding and promotions, CSR and business ethics. He has also conducted programs on Communication Skills for senior professionals in the Judiciary at the National Judicial Academy, Bhopal.

Prof. Vancheswar has contributed articles on TQM, management and spirituality in leading business publications including Economic Times, He has been a regular contributor to the 'Speaking Tree' column of Times of India. He has also reviewed several books. His areas of interest include General Management, CSR, Business ethics, TQM, Soft Skills including non-verbal and written communications, application of Spiritual Intelligence for improving organizational effectiveness and management training.

ADMINISTRATIVE DETAILS

Dates:

October 07-08, 2020

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 tea/lunch.

Residential: Rs. 25,000/- per participant (plus 18% GST) covering professional fee, program kit and boarding and lodging (air-conditioned single room) at IMI Campus, New Delhi from noon of **October 06, 2020** till noon of **October 09, 2020**.

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: 50123177738

MICR Code: 110010007, IFSC Code: ALLA0211083
Pan No. AAAT10972K; GST No. 07AAATI0972K1ZJ

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

International Management Institute (IMI) is India's first corporate sponsored Business School founded in 1981 with the original campus in New Delhi. The corporate sponsors included RPG Enterprises (lead sponsor), ITC, Nestle, Tata Chemicals, British Oxygen, SAIL, and Williamson Magor. It was set up in collaboration with the then IMI Geneva, now IMD Lausanne. Subsequently two other campuses were set up in Kolkata (2010) and Bhubaneswar (2011). In the last several years, IMI New Delhi has been consistently ranked in the top 10-15 Business Schools in the country and among the top 5 private Business Schools. It is accredited by the UK based Association of MBAs (AMBA), one of the top three international accreditation bodies for Business Schools globally.

IMI New Delhi has global linkages with leading schools in Europe, North America, and Asia. The Institute currently offers the PGDM, PGDM-HRM, PGDM-Banking & Financial Services, Executive PGDM and FPM (doctoral program). In addition, it has built a vibrant Executive Education vertical offering training to management professionals from the corporate world. The Institute has been empaneled by the Government of India to train participants from developing countries under the International Technical & Economic Corporation (ITEC) program of the Ministry of External Affairs.

IMI New Delhi puts a strong focus on high quality research by its faculty leading to publications in international peer reviewed academic journals. Its faculty have PhDs from top international and national universities/institutes, with many of them also having significant corporate experience.

For registration/any other information, please contact:

Dr. Ekta Saxena

General Manager (MDP & Online Education)

Mobile: 9911941090

International Management Institute

Address: B-10, Qutab Institutional Area, Tara Crescent
New Delhi 110016

Phone: (011) 4719 4172 (Direct)

E-mail: ekta.saxena@imi.edu, mdp@imi.edu

Website: www.imi.edu