Travel: Greater Hyderabad is well connected by Air, Rail and Road with all parts of the country. Participants travelling by train should alight at Secunderabad or Hyderabad railway station. City transport service is available to reach the EEI.

Buses from various places to Extension Education Institute

Secunderabad Railway Station	: **7/94H, 7/94R, 7/95R, 5/92,**
Hyderabad Railway Station, Nampally	: **92R**,
Kachiguda Railway Station	: **2/94R**,
Mahatma Gandhi Bus Station (Imlibun)	: **94R, 94H, 95A,**
(Reach Koti, Opp. Osmania MedAical College gate by auto and catch bus)	**95P, 94/95R**
Rajiv Gandhi International Airport, Shamshabad	: **Taxi/RTC Bus/ AeroExpress**

Land marks:

Extension bus stop located on the Rajendranagar road which is at a distance of 15 km. from Koti, 25 km from Secunderabad, 15 km from Nampally, 18 km from Kachiguda and 10 km from Rajiv Gandhi International Airport. The participants may also hire private taxi or cab or auto directly from the Railway Station. Drop Location for Private cabs or Taxis: Extension Education Institute, Rajendranagar road.

Participants are advised to make their return journey reservations at their end before leaving to Hyderabad.

Further Information can be obtained from

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TRAINING PROGRAMME ON

Communication and Documentation skills for Professional Excellence

December 11th – December 15th, 2018 (5 days)

Course Coordinator
Dr. R. VASANTHA
Professor, EEI, Hyderabad

EXTENSION EDUCATION INSTITUTE
(Southern Region)

Dept. of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Govt. of India

Professor Jayashankar Telangana State Agricultural University Rajendranagar, Hyderabad-500 030

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Back Ground

Effective communication is important for the development of an organization. In an organisation communication facilitates the flow of information and understanding between different people and departments through different media using all the channels and networks.

Communication helps understand people better removing misunderstanding and creating clarity of thoughts and expression. Documentation of critical incidents is also another important feature that serves the same purpose.

If we want someone to do something the most efficient way possible, then the best thing to do is write it down. Through good documentation, a new entrant is able to learn procedures quickly. Documentation helps to retrieve the important information easily rather than stored in the repository of someone's mind. Likewise documentation of important information means less time is wasted trying to locate it. Employees with proficient skills in documentation are essential for any organization. Such kind of employees can be produced only through trainings that use proven techniques of communication and documentation.

Objectives of training:

1. Identify and overcome the gaps in communication skills.

2. Identify and apply relevant reading, listening and e- documentation skills in their job roles.

3. Exhibit skills in documenting success stories and case studies both in on and offline.

Course contents:

Essential communication skills for professionals, reading, listening and writing skills, e-communication skills, various methods and techniques of documentation, Interpersonal communication skills, Non verbal skills, Knowledge management in Extension and Gender main streaming.

Benefits :

♦ Learns to communicate with confidence

♦ Improves professional communication skills

♦ Enhances professional image

♦ Improves quality of documentation

♦ Improves e-documentation skills

For Organizations

♦ Build an effective and confident team of communicators

♦ Improve internal and external communications

♦ Deliver professionally written documents

Who can attend? Officials from departments of Agriculture, Horticulture, Animal husbandry, Fisheries, Soil conservation and soil survey, Forestry and industries department of Andaman and Nicobar islands, Sericulture and allied sectors, all development professionals from client states of EEI, Assistant Professors / Scientists / KVK professionals / DAATT centre Professionals, personnel from Non Government Organizations and any professional interested in developing essential skills to write effectively, speak with confidence, and interact with others in a professional manner. This program is suited to employees and management at all levels in the organization.

Duration: 11th to 15th December, 2018 (both days inclusive). Participants are expected to arrive at least by 8 am on the morning of 11th December, 2018 and can leave after 1600 hrs on 15th December, 2018

Boarding and Lodging: The programme is fully residential. Participants will be accommodated in the Hostels at EEI campus and will be provided free board and lodge. With regards to travel expenses, for all the client department officials as per their eligibility shall be met by EEI, Hyderabad except for officials from NGOs.

Pedagogy: Various techniques and pedagogy are adopted in this course to help participants to feel the best touch of reality. Over last couple of years, pedagogy in the management education is changing very fast and one of the latest additions in this field is the management games. Pedagogy techniques and games employed in this training convey knowledge and skills in ways that participants can understand, remember and apply.