Welcome to a Presentation on Technology Mediated Communication Skills in Changed Administrative Scenario At APHRDI-Bapatla On 28 Nov 2019

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Technological change is an increase in the efficiency of a product of process that results in an increase in output without an increase in the input.

Do You Agree?
Understand to Implement

- What do we understand about Administration?
- What is it that has changed?
- Can you track the journey of the Change?
- Why do you think it has changed?
- Can we imagine a world without communication?
- Why do you think Communication is a skill?
- What do you think is the importance of Communication Skills in such context?
- Do we know how to communicate?
- What is the technology that is mediating (used for) communication?
Technology as a driver of Change

Technology is Change

Technology is a Trouble Shooter

Technology for Transaction (Communication)
Budget your content for communication
- Clear
- Concise

Budget your time
- Don’t Misuse
- Don’t Abuse

Improve Interpersonal Skills
- Do not Clog
- Do not Troll
Technology for Transaction

- Mobile phones
- Email
- Messages
- Computer

- Etiquette
Choosing to Communicate

- Channels of Communication
- Medium of Communication
- Tone: It expresses the writer's attitude toward or feelings about the subject matter and audience.
  - Tone creates mood
- Diction: choice of vocabulary and style of expression
  - High Diction (using lofty language)
  - Low Diction (using everyday language)
Transactional Analysis

- Parent
- Adult
- Child

- Controlling Parent
- Nurturing Parent
- Adapted Child
- Natural Child
• Thank You

Any Questions?

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