



**Andhra Pradesh Human Resource Development Institute
(Govt. of Andhra Pradesh)**

**Two Day Residential Training Programme on
"Communication Skills"**

Venue: AP HRDI, Bapatla, Guntur Dist.

16 – 17 October, 2017

Programme Schedule

Prog.Code: APHRDI/ Progs./17

Monday :: 16.10.17		
Time (Hrs)	Speaker	Topic
09:30 - 09:45	Sri D Chakrapani IAS(Retd.) Director General of APHRDI	Welcome Address Programme Over view
09:45 -11:00	Dr B Varalakshmi Reader (Retd) Government College for Women,Guntur	Non Verbal Communication
Coffee/Tea : 11:00 – 11:15		
11:15 -12:45	Dr B Varalakshmi Reader (Retd) Government College for Women,Guntur	Verbal Communication Skills
Lunch: 12:45 – 13:45		
13:45 -15:15	Ms. Shruti Gaddam Lead Nation	The basic elements of communication Learning to listen to the spoken and unspoken word
Coffee/Tea : 15:15 – 15:30		
15:30 - 17:30	Ms. Shruti Gaddam Lead Nation	Transactional analysis - the PAC theory Comprehending non- verbal communication cues
Tuesday :: 17.10.17		
Time (Hrs)	Speaker	Topic
09:30 - 11:00	Dr G Suvarna Lakshmi Associate Professor Department of ELT EFLU, Hyderabad	Phonetics and Pronunciation for Neutral English
Coffee/Tea : 11:00 – 11:30		
11:30 - 13:00	Dr G Suvarna Lakshmi Associate Professor Department of ELT EFLU, Hyderabad	English for Official Communication
Lunch: 13:00 – 14:00		
14:00 - 17:15	Dr G Suvarna Lakshmi Associate Professor Department of ELT EFLU, Hyderabad	Effective Written communication – what, why and how? Making effective oral presentations
Coffee/Tea : 15:30 – 15:45		
17:15 – 17:30	Feedback & Valedictory Address	

