



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

Three Day Residential Training Program on
“Drafting & Communication Skills”

Venue: AP HRDI, Polavaram, West Godavari Dist.
18 – 20 December, 2017
Programme Schedule.

Prog. Code: AP HRDI/Progs.1/17

Monday :: 18.12.17				
	Batch 1st		Batch 2nd	
Time (Hrs)	Speaker	Topic	Speaker	Topic
09:30-09:45	Dr. Vara Lakshmi Garu.	Welcome Address		
09:45 -11:00	Dr. Vara lakshmi Reader (Retd) Government College for Women, Guntur	Verbal & Non Verbal Communication Skills Phonetics and Pronunciation for Neutral English.	Dr. Vara lakshmi Reader (Retd) Government College for Women, Guntur	Verbal & Non Verbal Communication Skills Phonetics and Pronunciation for Neutral English.
11:30 -13:00	Dr B Vara lakshmi Reader (Retd) Government College for Women, Guntur	English for Official Communication & Effective Written communication – What, why and how?	Dr. Vara lakshmi Reader (Retd) Government College for Women, Guntur	Verbal & Non Verbal Communication Skills Phonetics and Pronunciation for Neutral English.
Making effective oral presentations				
14:00 -15:30	Dr. Yamini Pendyala Assistant Professor (English)	The basic elements of communication Learning to listen to the spoken	Dr B Vara lakshmi Reader (Retd) Government College for Women, Guntur	Verbal & Non Verbal Communication Skills Phonetics and Pronunciation For Neutral English
Coffee/Tea: 15:30 – 16.00				
16:00 - 17:30	Dr. Yamini Pendyala Assistant Professor (English)	Transactional analysis - the PAC theory Comprehending non-verbal communication cues ; email writing	Dr B Varalakshmi Reader (Retd) Government College for Women, Guntur	English for Official Communication & Effective Written communication – What, why and how? Making effective oral

Tues Day 19.12.2017

09:30-11:00	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit.	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit.	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit.	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit.
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Coffee/Tea : 11:00 – 11:30

11:30-13:00	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit	Polavaram Project Visit Dam Demo Model, Coffor Dam and Spill way site visit
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14:00 - 17:30	Sri Hanumanth Reddy Thoodi, Retd Regional Inspection Officer Board of Intermediate Edn., Hyd	Interpersonal Skills in Communication & Common Errors in Communication - Exercises	Dr B Varalakshmi Reader (Retd) Government College for Women, Guntur	
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Wednesday :: 20.12.17

09:30 - 11:00	Sri Hanumanth Reddy Thoodi ,Retd Regional Inspection Officer, Board of Inter- mediate Edn., Hyd	Emotional Barriers to Effective Communication Skills	Dr. K Narasimha Reddy Retired Professor State Motivator, Nellore	Body Language Communication
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Coffee/Tea : 11:00 – 11:30

11:30 - 13:00	Sri Hanumanth Reddy Thoodi, Retd Regional Inspection Officer Board of Intermediate Edn., Hyd	Presentation Skills & Managing Meetings	Dr. K Narasimha Reddy Retired Professor State Motivator, Nellore	Body Language Communication
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Lunch: 13:00 – 14:00

14:00 - 17:15	Dr. K Narasimha Reddy Retired Professor State Motivator, Nellore	Body Language & Global Communication	Sri Hanumanth Reddy Thoodi Retd Regional Inspection Officer Board of Intermediate Edn., Hyd	Emotional Barriers to Effective Communication Skills & Presentation Skills and Managing Meetings
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17:15 – 17:30	Feedback & Valedictory Address			
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