



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

**3 Day Residential Training Programme on**  
**“Communication & Presentation Skills”**

**(in association with DoPT, GoI)**

**Venue: AP HRDI, Bapatla, Guntur Dist.**

**07 – 09 March, 2019**

**Programme Schedule**

Prog. Code: APHRDI/DoPT/38/19

<b>Thursday :: 07.03.2019</b>		
<b>Time (Hrs)</b>	<b>Speaker</b>	<b>Topic</b>
09:30 - 09:45	<b>Sri D Chakrapani, IAS (Retd.)</b> Director General & Ex-officio Secretary to GAD, AP HRDI	<b>Welcome Address</b> <b>Programme Over view</b>
09:45 - 11:15	<b>Dr. B Varalakshmi</b> Reader (Retd) Government College for Women Guntur	Need for Communication Skills in English
<b>Coffee/Tea : 11:15 - 11:30</b>		
11:30 – 13:00	<b>Dr. L. Sasi Bala</b> Retd. Principal Women’s Govt. College Guntur	Basic speaking skills
<b>Lunch: 13:00 - 14:00</b>		
14:00 – 15:30	<b>Dr. B Varalakshmi</b> Reader (Retd) Government College for Women Guntur	Reading Skills
<b>Coffee/Tea: 15:30 - 16:00</b>		
16:00 – 17:30	<b>Dr. L. Sasi Bala</b> Retd. Principal Women’s Govt. College Guntur	Listening and Speaking Skills
<b>Friday :: 08.03.2019</b>		
<b>Time (Hrs)</b>	<b>Speaker</b>	<b>Topic</b>
09:30 – 11:00	<b>Dr. B Varalakshmi</b> Reader (Retd) Government College for Women Guntur	Writing Skills
<b>Coffee/Tea : 11:00 - 11:30</b>		
11:30 – 13:00	<b>Dr. L. Sasi Bala</b> Retd. Principal Women’s Govt. College	Writing and reviewing

	Guntur	
<b>Lunch: 13:00 – 14:00</b>		
14:00 – 15:30	<b>Smt. A. Praveena</b> Assistant Professor Sasi Institute of Technology & Engg. Tadepalligudem West Godavari	Common errors in English Drafting
<b>Coffee/Tea : 15:30 – 16:00</b>		
16:00 - 17:30	<b>Dr. B Varalakshmi</b> Reader (Retd) Government College for Women Guntur	Report writing
<b>Saturday :: 09.03.2019</b>		
<i>Time (Hrs)</i>	<i>Speaker</i>	<i>Topic</i>
09:30 – 11.00	<b>Dr. B Varalakshmi</b> Reader (Retd) Government College for Women Guntur	Writing-email and other formal formats
<b>Coffee/Tea : 11:00 – 11:30</b>		
11:30 – 13.00	<b>Dr. L. Sasi Bala</b> Retd. Principal Women's Govt. College Guntur	Gallery –review and error analysis
<b>Lunch: 13:00 – 14:00</b>		
14:00 – 15:30	<b>Dr. L. Sasi Bala</b> Retd. Principal Women's Govt. College Guntur	Enhancing Language Competence
<b>Coffee/Tea :15:30 – 15:45</b>		
15:45 – 17:15	<b>Dr. B Varalakshmi</b> Reader (Retd) Government College for Women Guntur	Comprehension Check activities/tasks- Resource person
17:15 – 17:30	<b>Feedback &amp; Valedictory Address</b>	