

SHORT-TERM COURSE  
ON  
**DEVELOPMENT OF INTERPERSONAL SKILLS**

December 10<sup>th</sup> – 14<sup>th</sup>, 2007



Department of Humanities & Social Sciences  
National Institute of Technology  
Rourkela - 769 008 (Orissa)

## **COURSE OVERVIEW:**

In an age when 30 something CEOs and VPs no longer amaze us and established ideas are questioned each day, holding one's own at the workplace is a challenge in itself. What can help, maybe partly, is the ability to think clearly, build networks, communicate more openly and develop interpersonal relationships.

Scientists and engineers in all positions have to be able to communicate the purpose and relevance of their work, both orally and in writing. Teachers have to communicate with their students. Industry people must communicate with managers and co-workers (many of whom will not be scientists and engineers) and with customers. If you work in public policy or government, you might have to communicate with the press and other members of the public. You need to communicate with colleagues to keep up with trends, to collaborate on projects, and to find a new position. If communication is a social need for an individual, it is the lifeblood for an organization. Today it is not sufficient enough just to have the technical ability to do the job. We need to possess interpersonal skills to communicate, motivate, organize, counsel and negotiate.

In addition, many people, including managers, guided by technological absolutism, take their interpersonal skills for granted. Therefore, they fail to work effectively with superiors, colleagues, and subordinates. Moreover, with globalization and the prevailing economic scenario, the corporate sector has to operate in a rapidly changing, turbulent and highly competitive environment. Companies have to harness their employees' skills, knowledge and attitudes to ensure quality and quantity in every aspect of work.

To achieve all these, and to meet a growing demand for managers to acquire the art of practicing interpersonal skills, this training programme has been designed with twin objectives:

1. To bring about an understanding of the importance of interpersonal skills in both professional and personal lives, and
2. To enable the participants to develop their interpersonal competence that will help them to prepare for the communicative challenges of the workplace.

## **COURSE CONTENTS**

- Effective Communication
- Communication Styles
- Presentation Skills
- Emotional Intelligence

- Work Motivation
- Leadership Effectiveness
- Stress Management
- Building Relationships
- Vocational Success
- Career Planning and Development
- Self Development
- Organizational Values and Ethics

## **PARTICIPANTS**

The Course is highly essential for professionals seeking to improve their communication skills, enhance their working relationships and gain heightened level of performance through assertiveness and influence. First-line officers, middle-level managers of industry and business organizations, faculty and students of colleges and universities will constitute the target audience.

## **REGISTRATION FEES**

- Participants sponsored by Industry / Banks / Government / Private Organizations: Rs. 5000.
- Limited number of participants from AICTE recognized institutions will be eligible for sleeper class to and fro railway fare via shortest route and free board and lodging in the Guest House during the course period. ( \*Subject to availability of funds from AICTE.)

The payment is to be made by demand draft drawn on any Nationalized Bank in favour of “Continuing Education, NIT, Rourkela,” payable at Rourkela.

## **ACCOMODATION:**

Accommodation will be provided in the Institute Guest House on twin-sharing basis for out-station participants.

## **CERTIFICATE**

Certificate will be given to the participants after successful completion of the Course under the Continuing Education Programme of the Institute.

## **RESOURCE PERSONS**

Faculty members of NIT, Rourkela and experts from premier institutes will deliver lectures, followed by interactive sessions on the subjects.

## **DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**

The Department of Humanities & Social Sciences has been functioning as a full-fledged department since the inception of the institute catering primarily to the education of undergraduate engineering students. The faculty has wide experience in communicating with students of diverse background and in imparting education on Interpersonal skills to students of widely differing abilities.

## **NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA**

The National Institute of Technology, Rourkela was founded as the Regional Engineering College, Rourkela on 15<sup>th</sup> August 1961. The institute was declared as National Institute of Technology with Deemed to be University status on 26<sup>th</sup> June 2002 by the Ministry of Human Resource Development, Government of India. It is a prestigious institute with a reputation for excellence at both undergraduate and postgraduate levels.

The institute is spread over 262 hectares of lush green picturesque landscape, against a hilly backdrop, creating a tranquil environment within a completely residential campus for students and faculty. En route Howrah – Mumbai main line of South Eastern Railway, it is well connected by railway service network with the rest of India; and also by inter and intra – state bus services. Rourkela railway station is approximately 6kms from NIT Campus.

**N.B.** The filled-in Registration Form should be sent to the following address:

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