

## EVENT COMPLETION REPORT

### SECTION A: Event Details

Event title:	Training programme on communication skill		
Starting date of event:	10 July 2020	Duration of Event	12 pm to 1.0pm
Name of the event organizing School	School of Nursing Science & Research (SNS&R)		
Name of the event organizing Department	Nursing School of Nursing Science & Research (SNS&R)		
Committee Members:	Convener	Prof:R Sree Kumar,9646531203, rs.kumar@sharda.ac.in	
	co convener	-	
	Coordinator	•Ms. Rekha Kumari, 7830406505, rekha.kumari@sharda. ac.in •Ms Shilpy mital , shilpy.mittal@sharda.ac.in	

### SECTION B: Event report and reflection

#### Event objectives:

- To enhance communication skill
- To improve the accuracy and fluency of English pronunciations
- To improve the vocabulary
- Refine your ability to use English grammar accurately
- Feel confident discussing world issues and current

#### Event description:

School of Nursing Science & Research (SNS&R) had organized administrative training programme on being an effective communicator takes real skill. Communication skill is very important for the personal and professional

growth. English: writing emails, speaking at meetings and interviews, giving presentations, and networking online. Whether you want to communicate to potential employers, employees, partners or clients, better English communication can help you achieve your language and professional goals.

**1. List of the participants:-**

<b>Non-Teaching Staff</b>		
<b>S.No</b>	<b>Emp. Name</b>	<b>Designation</b>
1	Mr. Abhishek Jaiswal	Administrative Officer
2	Ms. Sippi Singh	Librarian
3	Mr. Rajender Singh	Office Assistant
4	Mr. Lalit Singh	Lab. Assistant
5	Mr. Nikhil Raj	Associate Professor
6	Ms. Shilpy	Assistant Professor
7	Ms. Rekha Kumari	Assistant Professor

**2. Budget distribution from University/any other agency:**

NA

**3. Appendices**

NA

**FACULTY FEED BACK** – It was very informative and the faculty had gained efficient knowledge and on hand training related to communication. Being an effective communicator takes real skill. Communication skill is very important for the personal and professional growth. English: writing emails, speaking at meetings and interviews, giving presentations, and networking online. Whether you want to communicate to potential employers, employees, partners or clients, better English communication can help you achieve your language and professional goals.

**EXPECTED OUTCOMES**

- Impart knowledge related communication

- To improve the English: writing emails, speaking at meetings and interviews, giving presentations, and networking online.

#### **ACTION PLANNED ON THE BASIS OF EXPECTED OUTCOME**

To improve the English: writing emails, speaking at meetings and interviews, giving presentations, and networking online.

#### **PHOTOGRAPHS OF EVENT**

The poster features the Sharda University logo at the top, followed by the text 'SCHOOL OF NURSING SCIENCE AND RESEARCH' and 'TRAINING PROGRAMME ON COMMUNICATION SKILL'. A small triangle labeled 'TOPIC' points to the title. The date and time are listed as '14<sup>th</sup> July 2020 | 12:00 pm - 01:00 pm'. Below this are three portraits with captions: Mr. Rishi Sen Gupta (Speaker, Verbal Ability Sharda Skills, Sharda University), Prof. R. SreeRaja Kumar (Convener, Principal, SNS&R, Sharda University), and Ms. Rekha Kumari (Moderator, Assistant Professor, Department of OBG, SNS&R, Sharda University).

**Administrative training program on communication skill program at SNSR with Prof. R. SreeRaja Kumar Dean, SNSR.**

*R. SreeRaja Kumar*  
13/7/2020  
Principal  
School of Nursing Science & Research  
Sharda University  
Greater Noida-201306



**Administrative training program on Communication skill program by Mr. Rishi Sengupta**