



EVENT COMPLETION REPORT

SECTION A: Event Details

Event title:	Training programme on communication skill		
Starting date of event:	14 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	<ul style="list-style-type: none">•Ms. Rekha Kumari, 7830406505, rekha.kumari@sharda.ac.in•Ms Shilpy mital , shilpy.mittal@sharda.ac.in	
	Speaker detail	<ul style="list-style-type: none">• Mr Rishi Sen Gupta ,verbal ability Sharda skill ,Sharda University	

SECTION B: Event report and reflection

Event objectives:

Principal
School of Nursing Science & Research
Sharda University
Greater Noida-201306

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:-

Non-Teaching Staff

S.No	Emp. Name	Designation
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.

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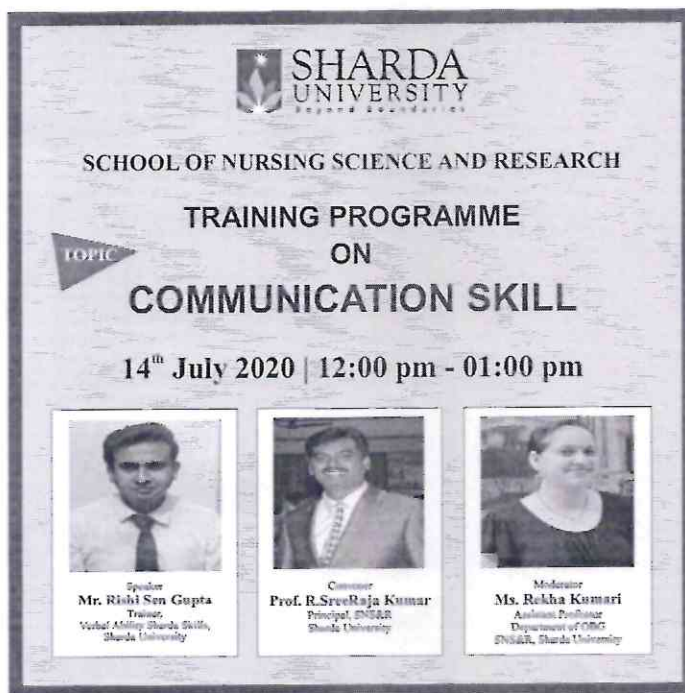
EXPECTED OUTCOMES

- 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

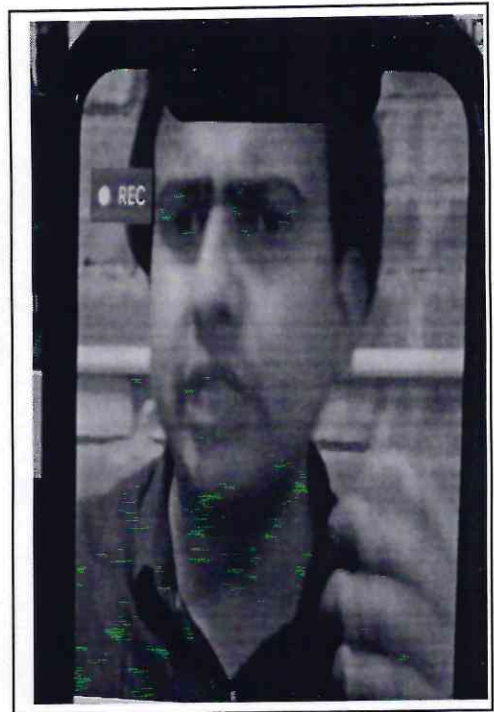
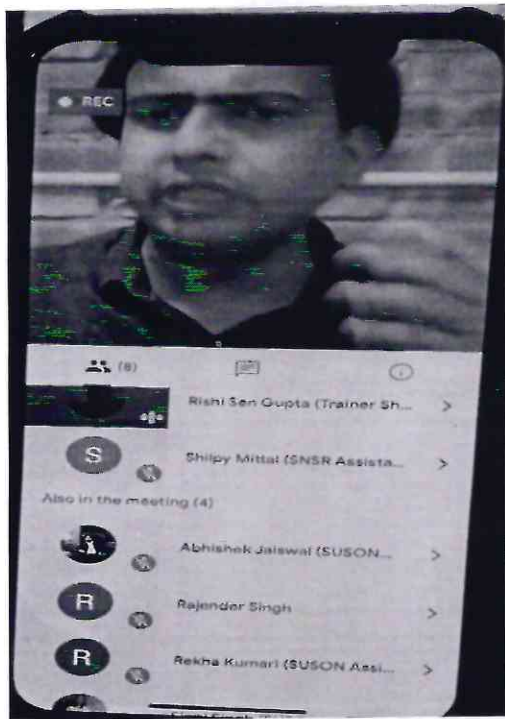
To improve the English: writing emails, speaking at meetings and interviews, giving presentations, and networking online.

PHOTOGRAPHS OF EVENT



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

R.S.
Principal
School of Nursing Science & Research
Sharda University
Greater Noida-201306



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


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