



# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

(An ISO 9001:2008 Certified Institution)

Old Bombay Road, Gachi Bowli, Hyderabad – 500 032

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**Gp Capt B S Phillora**, BE (ETC), AE (L), MMS (DS), MPhil, IPMA-D, FIE, Lead Auditor (ISO 9001-2008)  
Dean of Studies, ESCI &  
Sr Faculty & Head  
Management & Technology Division

ESCI/M&T/MT3045/2017-18

24 July 2017

Dr. S. S. Rathore  
Dean  
College of Technology & Engineering  
University Rd, Ganapati Nagar,  
Udaipur, Rajasthan -313001

*Continuing Professional Development Programme on*  
**Communication and Presentation Skills**  
(Communicating Assertively)  
**10 – 12 October 2017**

Dear Sir / Madam,

We are happy to inform you that Engineering Staff College of India is conducting the above programme from **10 – 12 October 2017** at our ESCI Campus.

The purpose of communication is to get your message across to others clearly and unambiguously. Doing this involves effort from both the sender of the message and the receiver. And it's a process that can be fraught with error, with messages often misinterpreted by the recipient. When this isn't detected, it can cause tremendous confusion, wasted effort and missed opportunity.

**TARGET PARTICIPANTS:** Scientists working in Research Laboratories, Engineers and Professionals from Governments, Private sector and Public Sector Undertakings (from product, process and service sectors), and Professors, Admn. Officers / Executives of various NIT's, Universities and Engineering colleges will find the programme useful.

The brochure is also available on our website:- [www.escihyd.org/](http://www.escihyd.org/) or it can be directly accesses by the following link to our M&T Division's future programmes: <http://escihyd.org/index.php/mt-upcoming-trainings>

We request you to kindly nominate few participants from your esteemed organization.

Thanking you,

Yours sincerely,

(Gp. Capt. B S Phillora)

Course Director

Encl : Brochure

Please turn back the page to find the training calendar 2017-18

*Regip cell*  
*28-7-2017*





**management & technology Division**  
**Calendar for the year 2017-18**

Sl No.	Prog. Code No.	Title	Duration	Schedule	*Course Fee
1	MT3045-1	Communication and Presentation Skills (Communicating Assertively)	3	26-28 Apr 17	15,000
2	MT3064-1	Operation, Maintenance and Performance Monitoring of Centrifugal Pumps and Compressors (with Practical Orientation and Technical Visit)	3	09-11 May17	15,000
3	MT3048-1	Personality Development (An Ordinary to Extra-ordinary Personality Empowerment)	3	16-18 May 17	15,000
4	MT3028-1	Welding Technologies and NDT Techniques (Theory and Practical Orientation with Technical Visit)	5	22-26 May 17	25,000
5	MT3103	NDT Level-II Certification in Magnetic Particle Inspection in accordance with ASNT Document No.: SNT-TC-1A 2006 (Gain Practical Hands on Experience on Maintenance, Repair & Inspection)	5	12-16 Jun 17	25,000
6	MT3094	Supplier Relationship Management (The key to more competitive purchasing prices)	3	20-22 Jun 17	15,000
7	MT3095	Leveraging RTI for improving Transparency for organizational Effectiveness (All About RTI Act 2005)	2	28-29 Jun 17	10,000
8	MT3042	Conflict Management, Decision Making and Problem Solving Skills	3	05-07 Jul 17	15,000
9	MT3102	3 Dimensional LASER Land Scanners for Mining and other Applications	4	11-14 Jul 17	20,000
10	MT3050	Creative Leadership and Teambuilding Skills for Organisation Development (Innovative and Inspiring Leadership methodologies with case-studies and Role plays)	3	18 – 20 Jul 17	15,000
11	MT3046	Materials and Supply Chain Management (Including SAP-MM Module Exposure)	4	25-28 Jul 17	20,000
12	MT3045-2	Communication and Presentation Skills (Communicating Assertively)	3	01-03 Aug 17	15,000
13	MT3047-1	Vibrations, Balancing, Alignment and Condition Monitoring of Rotating Equipment(Theory and Practical Orientation with Technical Visit)	4	08-11 Aug 17	20,000
14	MT3050	Creative Leadership and Teambuilding Skills for Organisation Development (Innovative and Inspiring Leadership methodologies with case-studies and Role plays)	3	16 – 18 Aug 17	15,000
15	MT3096	Advances in Drilling and Blasting Technologies and its Applications to Mines, Quarries & Infra projects	4	21-24 Aug 17	20,000
16	MT3048-2	Personality Development (An Ordinary to Extra-ordinary Personality Empowerment)	3	05-07 Sep 17	15,000
17	MT3042	Conflict Management, Decision Making and Problem Solving Skills	3	12 – 14 Sep 17	15,000
18	MT3028-2	Welding Technologies and NDT Techniques (Theory and Practical Orientation with Technical Visit)	5	18-22 Sep 17	25,000
19	MT3097	Comprehensive Estimation, Tendering and Procurement Process	4	25-28 Sep 17	20,000
20	MT3098	NDT Level-II Certification in PENETRANT TESTING accordance with ASNT Document No.: SNT-TC-1A 2006	3	04-06 Oct 17	15,000
21	MT3045-3	Communication and Presentation Skills (Communicating Assertively)	3	10-12 Oct 17	15,000
22	MT3062	Project Monitoring, Control and Implementation (Concept of Earned Value Management System in Project Management)	4	14-17 Nov 17	20,000
23	MT3091	Stress Management (Leads to International Certification Accredited by International council of Stress management professional, Sydney, Australia.)	3	28-30 Nov 17	15,000
24	MT3100	NDT Level-II Certification in Ultrasonic Technique in accordance with ASNT Document No.: SNT-TC-1A 2006	6	04-09 Dec 17	30,000
25	MT3056	Interpersonal Skills Effectiveness and Emotional Intelligence. (For Managerial Effectiveness and balancing Stress with practical and Work play)	3	12-14 Dec 17	15,000
26	MT3064-2	Operation, Maintenance and Performance Monitoring of Centrifugal Pumps and Compressors (with Practical Orientation and Technical Visit)	3	19-21 Dec 17	15,000
27	MT3083	Industrial Instrumentation & Modern Control System.	4	02-05 Jan 18	20,000
28	MT3047-2	Vibrations, Balancing, Alignment and Condition Monitoring of Rotating Equipment(Theory and Practical Orientation with Technical Visit)	4	16-19 Jan 18	20,000
29	MT3045-4	Communication and Presentation Skills (Communicating Assertively)	3	29-31 Jan 18	15,000
30	MT3101	Radiographic Technique Film Interpretation-for the award of NDT Level-II Certification in Radiographs as per SNCT TC 1A	6	05-10 Feb 18	30,000
31	MT3075	Systems Engineering	5	05-09 Mar 18	25,000
32	MT3099	Managing Innovation for Competitive Advantage	5	12-16 Mar 18	25,000

● Please add Goods and Services Tax @ 18% (w.e.f. 1st July 17) in all the Course Fee  
Our GSTIN: 36AAATT3439Q1ZV

● We also undertake In-house / Customized Training Programmes in various Management & Technical fields





# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)  
Old Bombay Road, Gachi Bowli, Hyderabad - 500032, Telangana, India.

## Management and Technology Division

Continuing Professional Development Programme on  
**Communication and Presentation Skills**  
(Communicating Assertively)

10 – 12 October 2017



(An ISO 9001 : 2008 Certified, AICTE & CEA Recognized Institution)

**Centre for Promotion of Professional Excellence.**

## INTRODUCTION

The purpose of communication is to get your message across to others clearly and unambiguously. Doing this involves effort from both the sender of the message and the receiver. And it's a process that can be fraught with error, with messages often misinterpreted by the recipient. When this isn't detected, it can cause tremendous confusion, wasted effort and missed opportunity.

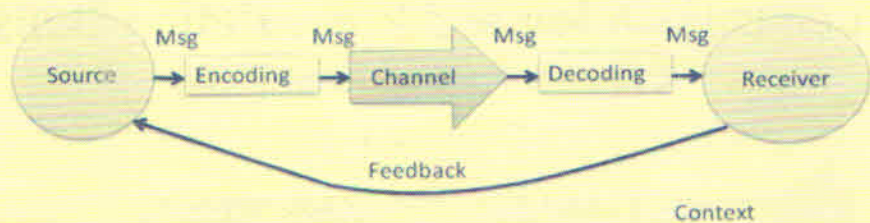
In fact, communication is only successful when both the sender and the receiver understand the same information as a result of the communication.

In a recent survey of recruiters from companies with more than 50,000 employees, communication skills were cited as the single more important decisive factor in choosing managers. The survey, conducted by the University of Pittsburgh's Katz Business School, points out that communication skills, including written and oral presentations, as well as an ability to work with others, are the main factor contributing to job success.

In spite of the increasing importance placed on communication skills, many individuals continue to struggle with this, unable to communicate their thoughts and ideas effectively – whether in verbal or written format. This inability makes it nearly impossible for them to compete effectively in the workplace, and stands in the way of career progression.

This program is primarily conceived and designed to enhance and sharpen the communication and presentation skills of the participants through effective exposure using case studies method of instruction and interactive & practical sessions on the essential fundamentals of these skills and the associated intricacies, thereby helping them in acquiring the necessary skills to deliver one's best in the organization. The programme is primarily designed to enhance personal and organizational effectiveness.

### The Communication Process



## OBJECTIVES

The main objectives of the programme are:

- To develop and sharpen communication skills of participants for improving their professional performance and add value to organisations in their functional areas.
- To make aware on the fundamentals of presentation skills and the intricacies associated with its conduct and give exposure in acquiring the necessary presentation skills to deliver one's best in the organization.

## COURSE COVERAGE

- Overview of Communication in Organizations
- The Communication Process and types of Communication
- Verbal Communication, Non-Verbal Communication
- Developing Public Speaking Skills
- Barriers to Communication
- Effective and Active Listening
- Negotiating through Effective Communication
- Using I. T. in Communication
- Role of effective communication In Managing Conflicts
- Making effective presentations
- Presentation Skills
- Exploring your Presentation Skills
- HR Instruments / Group Discussions

## METHODOLOGY

Methodology of the programme includes class room Sessions with Lecture/discussion with audio visual aid, benched marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences, etc. All the sessions will be interactive demanding active participation from all the members. CMI will be the main method of instruction.

## COURSE ADVISOR & RESOURCE PERSON



**Dr. KS Ratnakar,**  
Director,  
Global Medical Education  
& Research Centre,  
Global Hospitals



**Dr. A P Natarajan,**  
Director,  
Victoria Training  
Foundation



**Prof. Abhiram Krishna,**  
Director,  
South State Business  
School

## FACULTY

The faculty consists of experts from industry, research establishments and academia besides that from ESCI.

## TARGET PARTICIPANTS

Scientists working in Research Laboratories, Engineers and Professionals from Governments, Private sector and Public Sector Undertakings (from product, process and service sectors), and Professors, Admn. Officers / Executives of various NIT's, Universities and Engineering colleges will find the programme useful.



## BENEFIT TO THE PARTICIPANTS

- Understand the process of communication and differentiate between listening and hearing, impact of non-verbal communications and will learn problem solving and negotiating through Effective Communication
- Development of Public Speaking Skills and making effective presentations.

## PROGRAMME VENUE, DATES & TIMINGS

**VENUE** : Engineering Staff College of India (ESCI) Campus, Old Bombay Road, GachiBowli, Hyderabad. 500032, TS, India.

**DATES** : 10-12 October 2017

**TIMINGS** : On the first day Registration will commence at 0900 h. On all other days the programme timings will be from 0945-1715 h with breaks in between for tea and lunch.

## COURSE DIRECTOR



**GpCapt (Retd) BS Phillora BE (ETC), AE (L), MMS (DS), M Phil, FIE, Certified lead auditor ISO 9001-2015**  
Dean of Studies ESCI & Sr. Faculty, Head, Management & Technology Division, & Design & Prototyping Centre, ESCI

## COURSE FEE

₹.15,000/- (Residential Fee) per participant. Fee includes, course material, course kit, twin-sharing/single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training programme.

## DISCOUNTS

- ❖ **Non-Residential Fee** - 10% discount on course fee is allowed for non-residential participants.
- ❖ **Group Discount** : Additional 10% discount for three or more participants, if sponsored by the same organization.

(All discounts are applicable only if fee is received at ESCI before the commencement of the programme.)

**Goods and Service Tax @ 18%** is to be paid extra over and above the training fee. PAN Card No AAATT3439Q; **GST No. 36AAATT3439Q1ZV.** (Under commercial training or coaching services).

Programme fee is to be paid in favour of "IE (I)-Engineering Staff College of India" in the form of demand draft payable at Hyderabad at par cheques payable at any Bank Branches.

Alternatively, the payment may be made by Electronic Fund Transfer (EFT) to ESCI - **SB A/c No.0432104000039631 with The IDBI Bank Ltd., GachiBowli Branch, Plot No. 2-53/2, JNIBF, IIIT Junction, GachiBowli, Hyderabad-500032** by RTG's/ NIFT / IFSC Code No: **IBKL0000432. ESCI PAN No. is AAATT3439Q. While using EFT/ Draft method of payment, kindly forward a covering letter giving details on the names of the participants, Title and the programme schedule so that proper accounting can be done.**

## REGISTRATION

Online registration shall be available on ESCI website. (URL: [www.escihyd.org](http://www.escihyd.org)) Visit our M&T Division Web Page : <http://www.escihyd.org/index.php/mt-upcoming-trainings>

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobiles no. telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

### Head, Management & Technology Division

Engineering Staff College of India  
Old Bombay Road, GachiBowli, Hyderabad 500 032, TS, India  
Phone: Direct 040 6630 4111 & 6630 4112& 6630 4105  
Fax : 040-23000336, Email: [mt@escihyd.org](mailto:mt@escihyd.org),

For Registration Please Contact:

**Mr. L.V. Rao**  
Programme Manager,  
Land line 040-66304105  
Mob: 09949145865

## CERTIFICATION

A certificate of participation will be awarded to each participant on conclusion of the programme.

## GENERAL INSTRUCTIONS

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well developed Information Centre and Internet facilities are available to the participants.



# About Engineering Staff College of India



**GENESIS** Engineering Staff College of India (ESCI's) is a unique Institution set up in October, 1981 by the premier body of engineers, The Institution of Engineers (India).

## PHILOSOPHY & OBJECTIVES

The Primary objectives of ESCI are to impart professional and

need based Continuing Professional Development Programmes (CPDP) and training in frontier areas of Engineering and Management fields, simultaneously providing professional consultancy and technical services to the Industry. ESCI's operations are firmly grounded in its desire to act as a bridge between academic institutions, R&D laboratories and organizations in private and public sectors to promote the growth and increased availability of latest know-how and expertise to professional engineers, executives and managers in all these sectors.

## ESCI's DOMAINS

- Climate Change
- Environment Management
- Management & Technology
- Quality & Productivity
- Skill Development Cell
- Advanced Materials Engineering Cell
- Civil & Transportation Engineering
- Information Technology
- Power & Energy
- Water Resource Development
- Design & Prototyping Centre
- Corporate Relationship Cell

## SCHOOL OF PG STUDIES

School of PG Studies of ESCI conducts AICTE approved two Year full time Post-Graduate Diploma in Infrastructure Management (Power, Transport, Telecommunications & Civil) and PGDM. Aim of the courses is to build the capacity of the engineers and other graduates by imparting skills to make them effective and productive managers.

The PGDM (Infrastructure) is uniquely designed to amalgamate technical talent with the latest management techniques to transform them into Techno Managers in the core sectors of Civil, Power, Transportation and Telecommunication to handle challenges of massive development of infrastructure. Engineering Graduates from any branch are eligible for this program. The admission process for the new batch starts in January every year and the courses commence from July.

## TRAINING PROGRAMMES

Continuing Professional Development Programmes are formulated by ESCI from time to time and announced, on topics of current technology and relevance. In Addition to Open Programmes, ESCI also organizes and conducts customized in-house programmes to meet specific requirement of such organizations.

## CAMPUS & HOSTEL FACILITIES

The 70-acre sprawling Campus of ESCI is about 15 km from the centre of Hyderabad City. ESCI, situated in serene and tranquil surroundings, has its main building and five hostel blocks which can accommodate upto 150 participants. The hostel rooms are air conditioned and well furnished for comfortable stay of the participants and arrangements for catering and recreational activities on Campus are also provided.

## CLASS ROOMS

The 8 lecture halls are air conditioned and well equipped with modern audio-visual aids to conduct concurrent programmes.

*For details about training programmes, consultancy, or any other information, please write to :-*

**Director**

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Old Bombay Road, Gachi Bowli, Hyderabad 500 032 (TS) India  
Phones : +91 40 2300 0465 / 2300 0466, Fax : 91 040 66304103 / 23000336  
Email: dg@escihyd.org, ic@escihyd.org  
URL www.escihyd.org



Chanakya Seminar Complex has two lecture halls & seminar halls of seating capacity of 200+ for National & International Conferences and Seminars.

Kautilya Complex is a new addition having 4 state of the art class rooms.

## INFORMATION CENTRE

ESCI Information Centre has a valuable collection of about 8000 books & reports and 100 periodicals including international journals, online database EBSCO is available.

## FACULTY

ESCI has core faculty in all the engineering and management disciplines comprising of very senior engineers, eminent scientists and teachers who have rich experience. ESCI derives faculties from a large number of national and international organisations of high repute. They are drawn from industries, consulting firms, government organisations, academics and research institutions etc.

## CONSULTANCY ASSIGNMENTS

ESCI provides consultancy services to suit the requirement of clients in all engineering disciplines, Quality (ISO 9000/ISO 14000) Management & Technology areas. ESCI's group of thorough-bred consultants with their expertise execute these assignments and co-opt experts as necessary. ESCI has successfully executed many prestigious projects in the areas of water resources, power & energy, transportation, minings etc.

## COLLABORATIONS

ESCI has large number of national and international collaborations which provide an impetus to improve the quality of its activities.

**International :** European Institute for Energy Research Electricite de France, Karlsruhe, Germany, Planning Transport Verkehr AG (PTV), Germany, Massachusetts Institute of Technology (MIT) USA, Kansas State University (USA), University of Illinois at Chicago (USA), British Council, Nigel Bauer & Associates, Marsden International, U.K and DFID, Govt. of UK.

**National :** Solar Energy Society of India, Ministry of Transport, Ministry of Power, Central Electricity Authority, Power Grid Corporation, UTL, NALCO, Bhilai Steel Plant, MPPTCL, MPPKVCL, PSEB, CBIP, CPRI, JNTU, CMC, C-DAC, FICCI Quality Forum, NTPC, BHEL, NHPC, DRDO, NFC, CIRE, NPC, ONGC, NMDC, Ordnance Factories Board, Coal India Ltd, all SEBs, and State Govt. Depts., In addition, ESCI makes use of the various bilateral agreements between its parent body, The Institution of Engineers (India), and professional bodies in many other countries to further its overall goals & activities.



**A Learning Centre for Practicing Engineers, Scientists and Managers.**