

**A  
WORKSHOP ON BUSINESS  
COMMUNICATION SKILLS**

**REGISTRATION FORM**

*Click here to register*

Name: .....

Roll no/Emp Id: .....

Qualification: .....

Department: .....

Organization: .....

Address for Correspondence: .....

.....

Mobile: .....

Email: .....

**Declaration by the Applicant**

I agree to abide the rules and regulations of the workshop of IARE and shall attend all the sessions compulsorily.

Date:

**Signature of the Applicant**

**CHIEF PATRON**

**Sri. M Rajasekhar Reddy**  
Chairman

Institute of Aeronautical Engineering, Hyderabad

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Institute of Aeronautical Engineering, Hyderabad

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Executive Director and Treasurer  
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**Dr. L V Narasimha Prasad**  
Principal  
Institute of Aeronautical Engineering, Hyderabad

Organised  
by  
Institute of Aeronautical Engineering, Hyderabad

**BUSINESS COMMUNICATION  
SKILLS**

**Sep 12- 23 Sep, 2016**



*Organized by*

**Institute of Aeronautical Engineering**  
Dundigal, Hyderabad - 500 043  
Telangana, INDIA

**VENUE**

**Institute of Aeronautical Engineering**  
Sarang Hall, Bharadwaja Block Dundigal  
Hyderabad - 500 043 Telangana, INDIA

## ABOUT THE INSTITUTE

Institute of Aeronautical Engineering (IARE) was established in the year 2000 with a mission 'Education for Liberation'. Started with aircraft maintenance engineering in the year 1994, it has gradually transformed itself into a premier integrated interdisciplinary technological institute offering UG and PG programmes in CSE, IT, ECE, EEE, AERO, MECH and CE and MBA.

IARE is a prestigious **Autonomous** institute approved by AICTE, New Delhi; recognized by Govt. of Telangana; permanently affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH); and accredited by National Assessment and Accreditation Council (NAAC) with 'A' Grade.

The institute is ranked **139** in Engineering category as per **National Institutional Ranking Framework (NIRF)** – 2019, Ministry of Human Resource Development (MHRD), Govt. of India. From rank band 151-200 in 2017, IARE has risen to the rank of 139th best engineering institution in India. This illustrates positive performance and quality standards we maintain in teaching, research, employability, and innovation. It is the most preferred institute with 100% admissions in the state of Telangana.

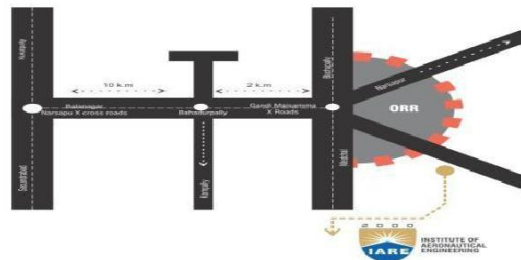
## ABOUT THE WORKSHOP

Exchange of ideas and information are important for teams to attain their organizational goals. When there is compromise in communication, there is an immediate effect on the bottom line. Therefore, this workshop 'Business communication skills' emphasizes on employee evolution and career growth.

### OBJECTIVES OF WORKSHOP

1. To focus the importance of Business Communication skills for one's professional success
2. To enhance communication capabilities for better career growth
3. To provide strategies required for better communication skills
4. To encourage the use of several communication techniques for meaningful interaction

### Route Map



## TOPICS TO BE COVERED

- Active Listening Skills
- Powerful Negotiation Skills
- Presentation Skills for IT Professionals
- ESL: Accent Improvement Training
- Presenting for Success
- Interpersonal communication skills
- Presentation skills
- Vocabulary
- Sounds
- Writing Skills

## PARTICIPANTS

The faculty, students, corporate staff and parents are eligible to attend for the workshop.