

**Peoples Empowerment Group**  
**ISB&M College of Commerce, Pune**  
**NOTICE**

Date: 16/12/2021

All the students of FYBBA & BBA (CA) are hereby informed that the college is organizing a  
**One Day Workshop on “Enhancement of Verbal Communication. for Students”.**

Attendance is compulsory. All students should take note of it.


**Date:** 21<sup>st</sup> December 2021, Tuesday.

**Time:** 9.30 am onwards.

**Venue:** C1 Classroom.

**Resource Person:** Prof. Neha Saxena – Trainer and Academician.



  
**Dr. Vanfan Naik**  
**PRINCIPAL**  
Principal  
ISB&M College of Commerce  
Nande, Pune-412115.

**Peoples Empowerment Group**  
**ISB&M COLLEGE OF COMMERCE, NANDE, PUNE**

Date: 22/12/2021

**REPORT**

**“ENHANCEMENT OF VERBAL COMMUNICATION FOR STUDENTS”**

ISB&M College of Commerce Nande, Pune organized a **One Day Workshop on “Enhancement of Verbal Communication for Students”** for first-year students on 21<sup>st</sup> December 2021 from 9.30 am onwards. The workshop was conducted in hybrid mode. Students actively participated in the workshop. They could get valuable inputs that will help them to face group discussions and interviews with greater confidence.

The Resource Person was Prof. Neha Saxena – Trainer and Academician.

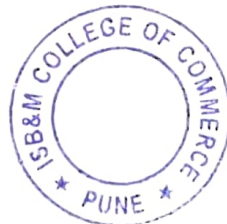
**Topics covered in Workshop:-**

1. An opportunity to connect.
2. Gives instant clarity.
3. Motivation at its best.
4. Save time.
5. Build confidences.
6. Good listening skills.
7. Use encouraging words.
8. Questioning.
9. Rectifying.
10. Summarizing.
11. Closing comments.
12. Adapting.

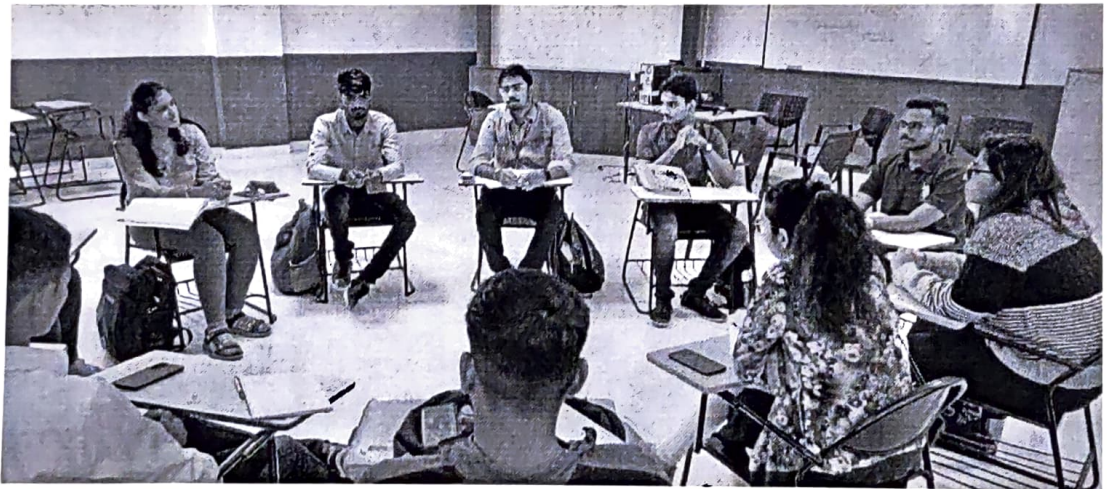
Prof. Neha Saxena also conducted a demonstration on the following topics:-

1. Intrapersonal Communication.
2. Interpersonal Communication.
3. Small Group Communication.
4. Public Communication.
5. Verbal Communication in college premises.









**Prof. Aparna Khare**  
Event Co-ordinator

**Dr. Vaman Naik**  
**PRINCIPAL**  
ISB&M College of Commerce  
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