

SKYRISE ACADEMY



# Workshop Proposal

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Duration: 5 hours with half an hour break

Target audience: Employees, Supervisors, Team Leaders, Senior Managers and CEO's

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# EXECUTIVE SUMMARY

## Objective

- 1) To understand the importance of having powerful communication skills.
- 2) To identify different models and methods of communication and thereby breaking barriers in order to enhance understanding and rapport building skills with internal and external stakeholders.
- 3) To learn to communicate message in a more effective and engaging way with the recipient.
- 4) To deal with difficult situations by developing and maintaining a communication strategy and thereby achieving positive results.

## Goal

To enable the participants to communicate clearly and with impact, by improving their verbal & non-verbal communication style, as well as enhancing interpersonal skills. Communicating effectively will soon seem effortless!

## Solution

Opt for highly effective workshop which include structured training material and detailed reports.

## Workshop Outline

### Activity 1: Need for powerful communication (10 minutes)

This activity begins with the discussion of one's need to have powerful communication skills. Here, the participants will identify their strengths & challenges.

### Activity 2: Initial English language and Personality Assessment (1 hour)

This activity comprises two segments.

- A) Assessment through class activities.
- B) Creating instant reports for each participant.

### Activity 3: Phrases & Idioms (40 minutes)

#### Fluid and Fluent

During this segment we explore the most universal and impressive phrases and idioms for everyday business situations, thereby, making the trainees have a fluid and fluent language.

### Activity 4: Break barriers (30 minutes)

#### Vocab

Since incorrect vocabulary always leads to miscommunication & negative impression, it is the most significant problem that Indian speakers face across the country. This activity begins with highlighting the most commonly used words and enabling the trainees to use effective vocabulary, highly suitable for your business oral, written

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communication. This activity is designed in such a way that the participants will learn and develop the technique to use vocabulary accurately.

### **Activity 5: Conveying your message in an effective & engaging manner.**

#### **Tensed by the tenses (45 minutes)**

This is the most crucial activity. Here a thorough explanation on the correct use of tenses will be given by enabling the participants to understand the importance, types and application of tenses.

### **Activity 6: Improving persona**

#### **Attire (30 minutes)**

Dress to impress. A major reason why proper business attire is important for every business professional is because it creates a confident and professional image. Participants will be trained on dressing up professionally and presenting themselves professionally.

### **Activity 7: Etiquette (15 minutes)**

#### **Email**

Participants will be trained on using the most universal phrases while drafting emails for all business related situations.

### **Activity 8: Etiquette (15 minutes)**

#### **Telephone**

Participants will be trained on using the most universal phrases while talking on phone for all business related situations.

By the end of the workshop, the participants will learn how to capitalise on their communication strengths, adjust to accommodate their weaknesses, effectively use business communication tools and handle people & difficult situations in a better manner.