

फैक्स संदेश संख्या 1077 / भा.कृ.अ.प. मुख्या,
दिनांक 24/03/2015
पृष्ठों की संख्या 02



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25/3/15

FAX

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-1

F.No.ADMN/7/26 /2015-WS

Dated the 24 Mar., 2015.

OFFICE MEMORANDUM

Subject: Workshop on Communication Skills from 18.05.2015 to 19.05.2015 at ISTM, New Delhi.

Institute of Secretariat Training & Management, New Delhi has invited nominations for **Workshop on Communication Skills from 18.05.2015 to 19.05.2015**. The details of the Workshop are as under:-

Aim of the Workshop: To expose the participants to various important facets of communication.

Objective of the Workshop: At the end of the workshop, the participants will be able to have clarification on:-

- Effective communication skills
- Necessity of developing rapport with various functionaries
- Know about communication breakdown, importance of listening and presentation.
- Role of Communication in Organisation
- Modes of communication, Importance of Feed Back
- Interpersonal Communication.

Eligibility: Section Officers or equivalent and above officers

The Officers, who are desirous of attending the said Workshop may send their nomination in the proforma through proper channel latest by **08.04.2015** for onward transmission to ISTM, New Delhi. **The Nomination Form may be downloaded from ICAR website under Col. Circular / Work Study Section/Revised Nomination Form for ISTM training programme.**

The Officers who have already attended this workshop need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

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