

क्रिया 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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