



an Extra EFFORT



How to improve effective Communication skills

**PRESENTED BY
PRABHAT KUMAR
HAZARIBAGH**



PURPOSE

vnrseeds
Corporate Internet Strategy

- Enhancing skill
- Improving mind set
- Handling the Tasks Effectively
- Putting extra efforts
- To think **Out of box**
- an **OVERALL DEVELOPMENT**



TOPICS

| S.No. | Topic | Presenter |
|-------|---|---------------------|
| 1 | Time Management | Harsh Bahadur Singh |
| 2 | Reporting and Necessity | Manoj Kumar Singh |
| 3 | How to capture market intelligence | Abhishek Das |
| 4 | Effective team handling and Management (Distributor, Retailers, MDOs) | Avinash Kumar |
| 5 | Team work, its improvement and Management | Ankit Kumar Singh |
| 6 | How to improve effective Communication skills | Prabhat Kumar |
| 7 | Positive approach/attitude and advantages | Vikas Kumar |
| 8 | How to conduct an effective MDA | Ritesh Kumar Singh |
| 9 | Complaint Handling and its importance | Sanjay Singh |



Communication Skill

Customer care

Presentation Skill

Assertive Behavior

Negotiation Skill

Dealing with Aggression

Intercultural Communication



**PROCESS
COMMUNICATION
MODEL®**



6 TIPS TO HELP YOUR COMMUNICATION



Eye Contact

Look the person you are talking to in the eye.



PROPER HANDSHAKE

Consider factors of speed, grip, and length.



Smile

The key to a smile is to be perceived as friendly.



DON'T SHIFT

Some body shifting is ok. Too much can be distracting.



Speak Slowly

Slower is always better. Speak with a nice even pace.

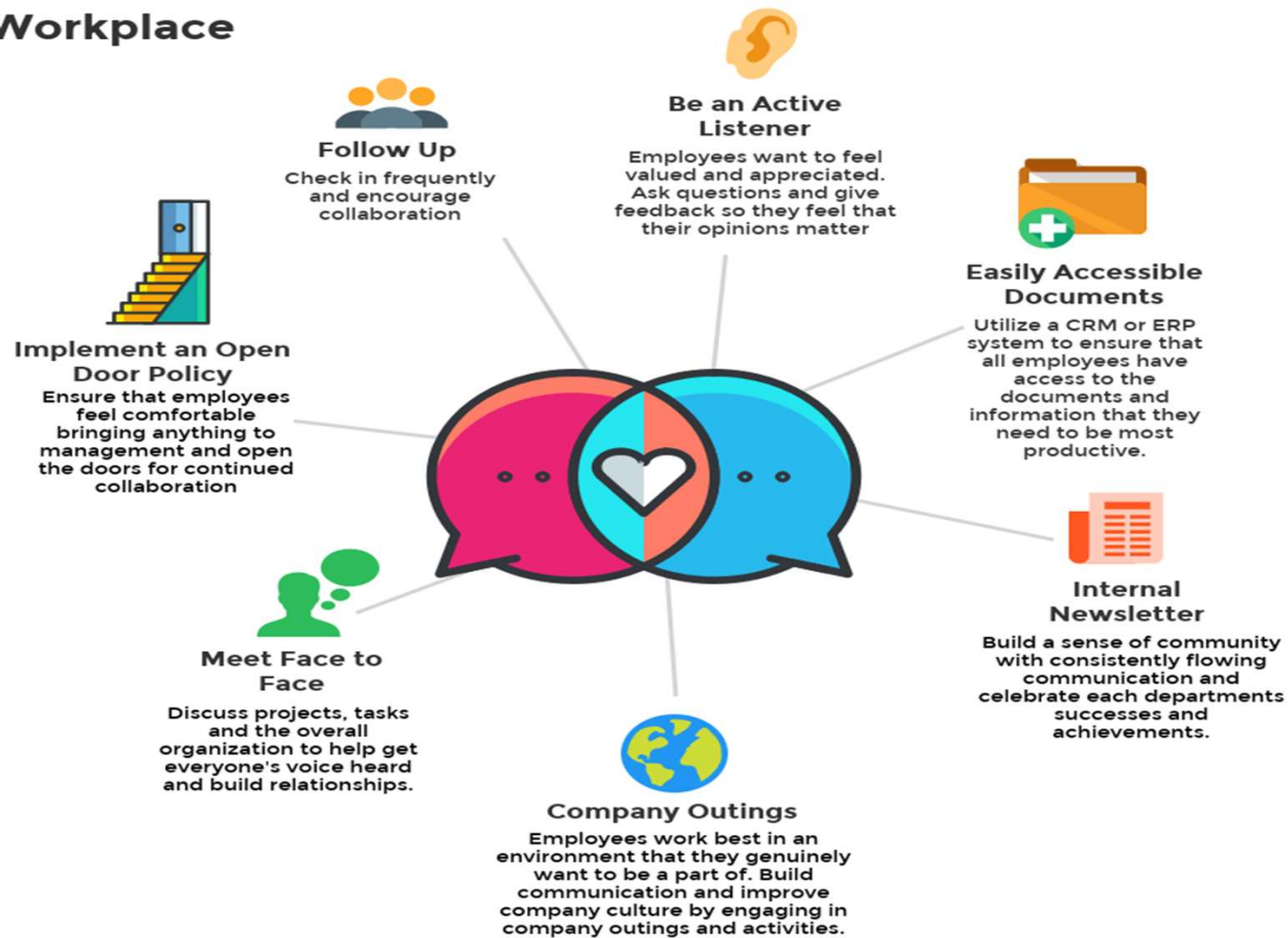


Speak Up

Speak loud enough so people can hear you.



7 Ways to Improve Communication in the Workplace

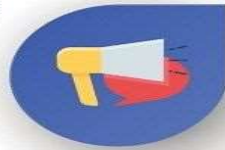


Communication skills and tips

Listening skills

There is no way to be a good communicator without listening!

But what is important is to listen carefully, with attention.



Use body language

The signs and signals of your body always send messages to your partner.



Be confident

If you are introvert and unsure, there are many tips and techniques that are helpful to learn.

When you are confident, it is easy for other people to trust you and to rely on you.



Be clear and concise

Do not use long sentences that are difficult to understand!

Stick to the main points.



Be positive and patient

The positive attitude has a huge power for successful relationships in business.

Remember that it is always a pleasure to speak with positive people.



Be respectful

People love to see that someone respect their efforts, opinions and abilities.

Remember to speak politely to everyone.



Feedback

Giving feedback show that you are not just a passive listener.



Essential Elements of Communication Skills

01

Listening

Strong observational skills to fully understand the message being conveyed

02

Non-verbal Communication

Body language like posture, gestures and eye movement

03

Being Clear

Choosing the right words to deliver a message that's easy to understand

04

Being Concise

Using fewer, well-chosen words to convey your message

05

Being Confident

The right message with the appropriate non-verbal communication

06

Being Personable

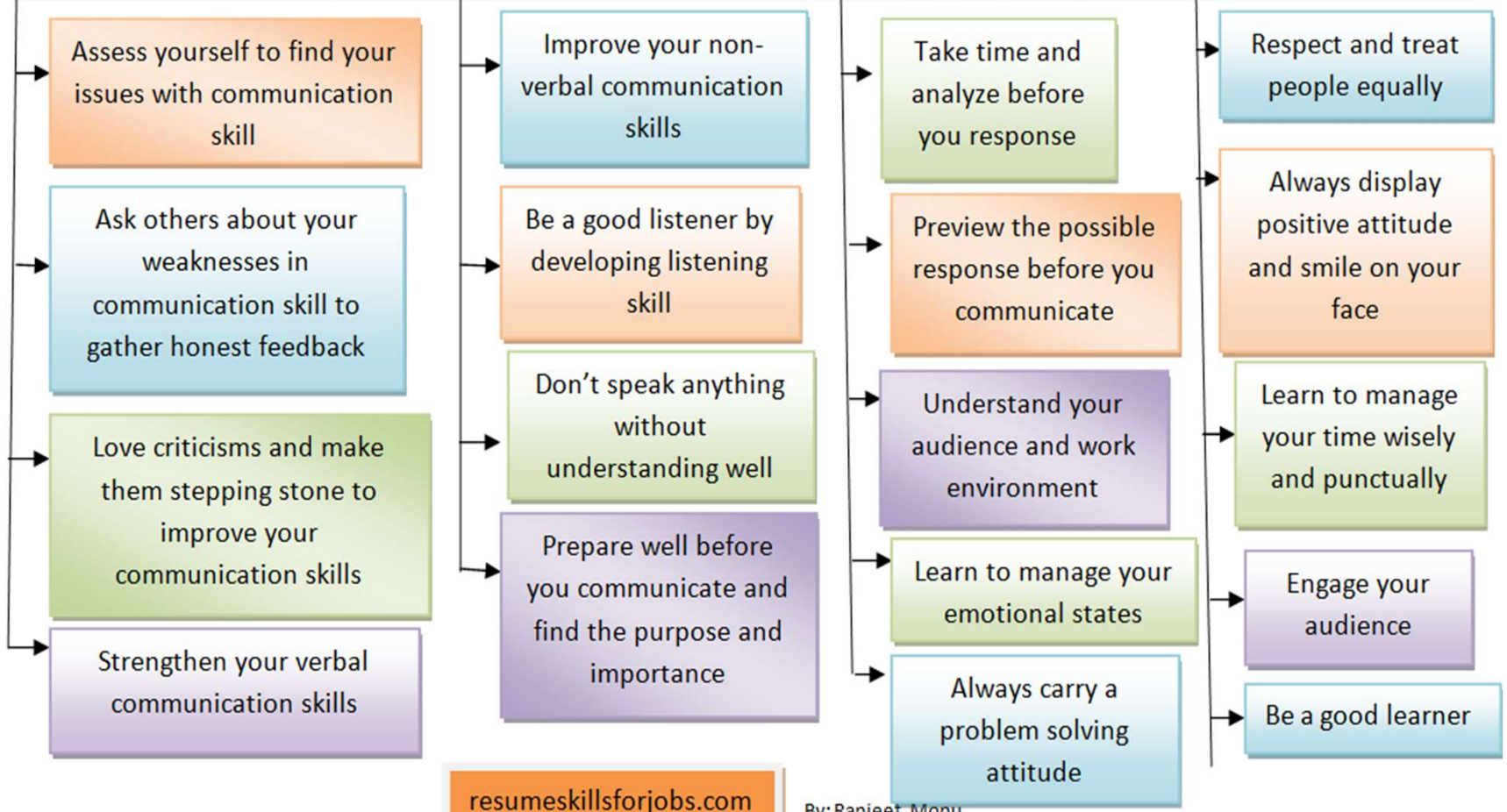
A friendly tone and a simple smile can go a long way

07

Being Patient

Being composed and not rushing when conveying your message

Best ways to improve communication skills





THANKS