



DATE & DAY	: 24th May, 2021 (Monday)
ORGANISED BY	: COE,CBSE,PATNA (BIHAR)
THEME	: EFFECTIVE COMMUNICATION SKILLS
RESOURCE PERSON SCHOOL,PATNA)	: MR.NIRAJ KUMAR SINGH (EDUCATOR & PRINCIPAL-DAV
ATTENDED BY	: ANIL KUMAR TIWARI

Webinar report on topic” **EFFECTIVE COMMUNICATION SKILLS** organised by CBSE Bhopal by resource person **Mr. Niraj Kumar Singh** focusses on following main points-

- For a person to be competent the following three skills must be present -**cognitive skills, technical skills and communication skills.**
- Communication is the art and process of creating and sharing ideas effective communication depends on richness of those ideas.
- Communication skills are the tools that we use to remove the barriers to effective communications.
- Communication skills fall under soft skills category.
- Communication process involves multiple parts and stages. They are source, message, encoding, channel, recording, receiver, feedback and context.
- Elements of communication may be verbal and nonverbal.

Filters of communication-

Filters as we process the information -values, beliefs, experiences, prejudices, feelings and environment.

Conversation the heart of communication-

Communication is the main way we communicate. Through conversation we build relationships, share information and promote our ideas. All the other ways we communicate- interviews, presentations, networking meetings, even written documents are conversation of some kinds.

Strategies to improve conversation -

- Clarify your objective
- Structure your thinking
- Manage your time
- Find common ground

In a communication speaker`s brain is the source and the listener brain is the receiver. The encoding might be of the language the speaker uses to speak with the listener, the decoding is the language that listener uses to understand the speaker noise will include any destruction the listener might experience as the speaker speaks feedback would improve the listener responses to what the speaker is saying.

Really, it was totally knowledgeable session as it reflects the importance of effective communication skills, need of every teachers and students. Good **communication skills** are essential to allow others and ourself to understand information more accurately and quickly.

Report presented by

ANIL KUMAR TIWARI