

WEBINAR REPORT

DATE	: 04TH JUNE, 2021 [FRIDAY] 10:00 TO 11:00AM
THEME	: EFFECTIVE COMMUNICATION SKILLS
RESOURCE PERSON	: MS. RANJANA BHARDWAJ
ORGANIZED BY	: CBSE CoE NOIDA
ATTENDED BY	: NAYYER A KHAN

Ms. Ranjana Bhardwaj, distinguished resource person of CBSE, Noida has enlightened around five hundred teachers about the significance and relevance of effective communication skills in student's life. She laid emphasis on that Communication skills are important and essential as it will take you far in life. From your professional ambitions, to your personal goals, communication skills play an important role in each one of us.

Following heads have been discussed at stretch:

TYPES OF COMMUNICATION SKILLS:

- Verbal Communication
- Non-Verbal Communication
- Written
- Visual

IMPORTANCE OF COMMUNICATION SKILLS FOR STUDENTS:

- It will help you communicate with teachers on things you have a tough time understanding.
- It will help you build relationships with your fellow students.
- Your grades will improve as these skills help with studying and revision.
- You will be able to study subjects you like by convincing your parents to let you study for the career you want.
- You will have much less mental stress compared to other students only because you are a better communicator.

COMMUNICATION AND LISTENING SKILLS

1-Essentials of Active Listening

- Intensity
- Empathy
- Acceptance
- Recognizing responsibility for completeness

2-Comprehensive listening is the interpretation of the words and ideas. Comprehensive listening involves understanding the thoughts, ideas, and message.

3-Focused listening is a strategy that guides students to listen closely to a text. It helps students listen attentively with no distractions and to identify key points and ideas.

ASSERTIVE COMMUNICATION – Allows us to express our beliefs, feelings, opinions and thoughts in an open respectful manner that doesn't violate the rights of others. Assertive communicators use actions and words to express their boundaries in a calm manner with an air of confidence.

AGGRESSIVE COMMUNICATION – Quite often people mistake assertiveness for aggression. Aggressiveness doesn't hold any respect for others. It disregards anyone's needs, feelings, opinions and ideas and sometimes this can compromise the safety of others as well.

PASSIVE COMMUNICATORS – Silence and assumption are the hallmarks of the passive communication style. Passive communicators often lack of respect for themselves, disregarding their own opinions, feelings, needs, and desires. Passive communication places one's own needs and desires below those of others. Passivity takes away one's power and allows others to decide the outcomes of situations.

Overall it was informative webinar and enlightens us various forms and techniques which can be implemented in class to equip our students with Effective communication skills.

Report submitted by
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