EVENT REPORT
On
[Workshop on Effective Comm. At Workplace C-CSPD]

597

1.	Nature of Activity	For Non - teaching staff
2.	Level:	In-house
3.	Type of Event:	Workshop
4.	Title of the Event:	Workshop on Effective Communication C-CSPD
5.	Area of event :	LT16
6.	Duration and Dates:	22- 23 May 2023, Full Day
7.	Mode:	On-Campus
8.	Organizing Team:	LNMIIT C-CSPD
9.	Sponsor/s:	NA
10.	No. of Resource Persons:	Mr. Abhishek Arora and Prof. KK Gautam
11.	Contact details of Resource Person/s:	NA
12.	No. of Participants: (Signed List To be attached)	55
13.	Objectives:	Effective Communication at the Workplace (For Non – teaching staff)
14.	Brochure (Copy to be enclosed)	Attached
15.	Brief Report:	Given Below
16.	Details of Winners (Name & Roll No.)	NA
17.	Expenditure from the institute	25,420
18.	Expenditure from outside(if any)	NA
19.	Geo-tagged photographs	Attached
20.	Outcome: if any.	Participants learned multiple facets of effective communication in the workplace.

Dated- 22/05/2023 & 23/05/2023

Dr Usha Kanoongo

(Name and Signature of Coordinator)

Event Report: C-CSPD@LNMIIT
Workshop on Effective Communication

The workshop commenced with Dr. Usha Kanoongo, Convener C-CSPD, initiating the event. She welcomed the participants and cleared the objectives and motivation behind this workshop. Following Dr. Kanoongo's opening remarks, the Director took the stage and addressed the audience. He shared his worthy experiences and emphasized the significance of effective communication in all aspects of life.

Finally, Dr. Abhishek Arora, the resource person for Day 1, took center stage. He offered practical tips, techniques, and real-life examples drawn from his own journey, he highlighted the transformative power of effective communication and how it can shape relationships, foster understanding, and drive success in personal and professional endeavors. These included: Drafting clear and concise emails, Avoiding common errors in communication, Overcoming nervousness, and speaking with confidence and courtesy.

On Day 2, Prof. KK Gautam delivered his session on the connectivity of conversation and the importance of clarity of ideas. He emphasized the need of being a good listener to become a good speaker. With his engaging style, he taught the audience by means of active participation and exemplary problem-solving skills. These included: Communication: Socio-Pragmatic Perspective, Active Listening, and Professional Etiquette.

Concluding the session, Dr. Usha Kanoongo thanked all the participants for making the workshop a success and took their feedback and suggestions for future workshops. Email writing was helpful for most of the participants and most them wanted English Communication workshop for upcoming events.

This was a one of its kind workshop meant for Non-Teachinf Staff which made everyone confident of their skills and efforts.

The LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR   LNMIIT

2-DAY WORKSHOP
ON
EFFECTIVE COMMUNICATION AT WORKPLACE

ORGANISED BY

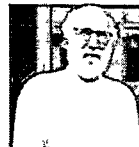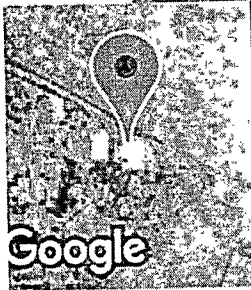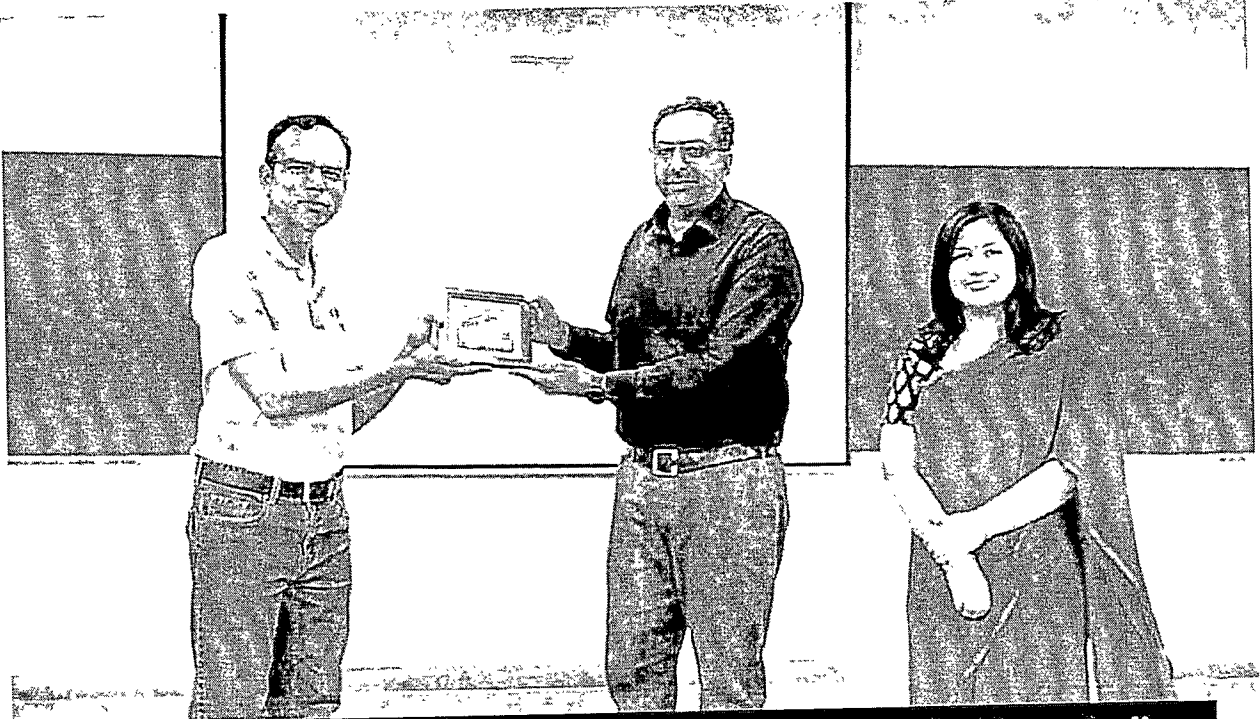**Centre for Communication, Soft Skills and Personality Development (C-CSPD)**

22-23 MAY, 2023

Day 1	Day 2
Mr Abhishek Arora	**Prof KK Gautam**
DMIT Counsellor and Trainer	Educationist
Topics covered	**Topics covered**
1.Drafting clear and concise emails	1.Communication: Socio-Pragmatic Perspective
2.Avoiding common errors in communication	2.Active Listening
3.Overcoming nervousness and speaking with confidence and courtesy	3.Professional Etiquette

Beermalpura at Mukandpura, Rajasthan, India
New incubation building, the Inmiit, WWPG+945, Sumel,
Beermalpura at Mukandpura, Rajasthan 302027, India
Lat 26.936275°
Long 75.925526°
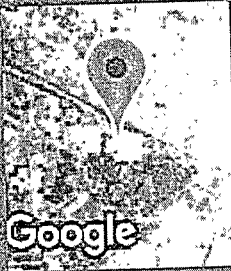22/05/23 10:52 AM GMT +05:30

Beermalpura at Mukandpura, Rajasthan, India
New incubation building, the Inmlit, WWPG+945, Sumel,
Beermalpura at Mukandpura, Rajasthan 302027, India
Lat 26.936275°
Long 75.925526°
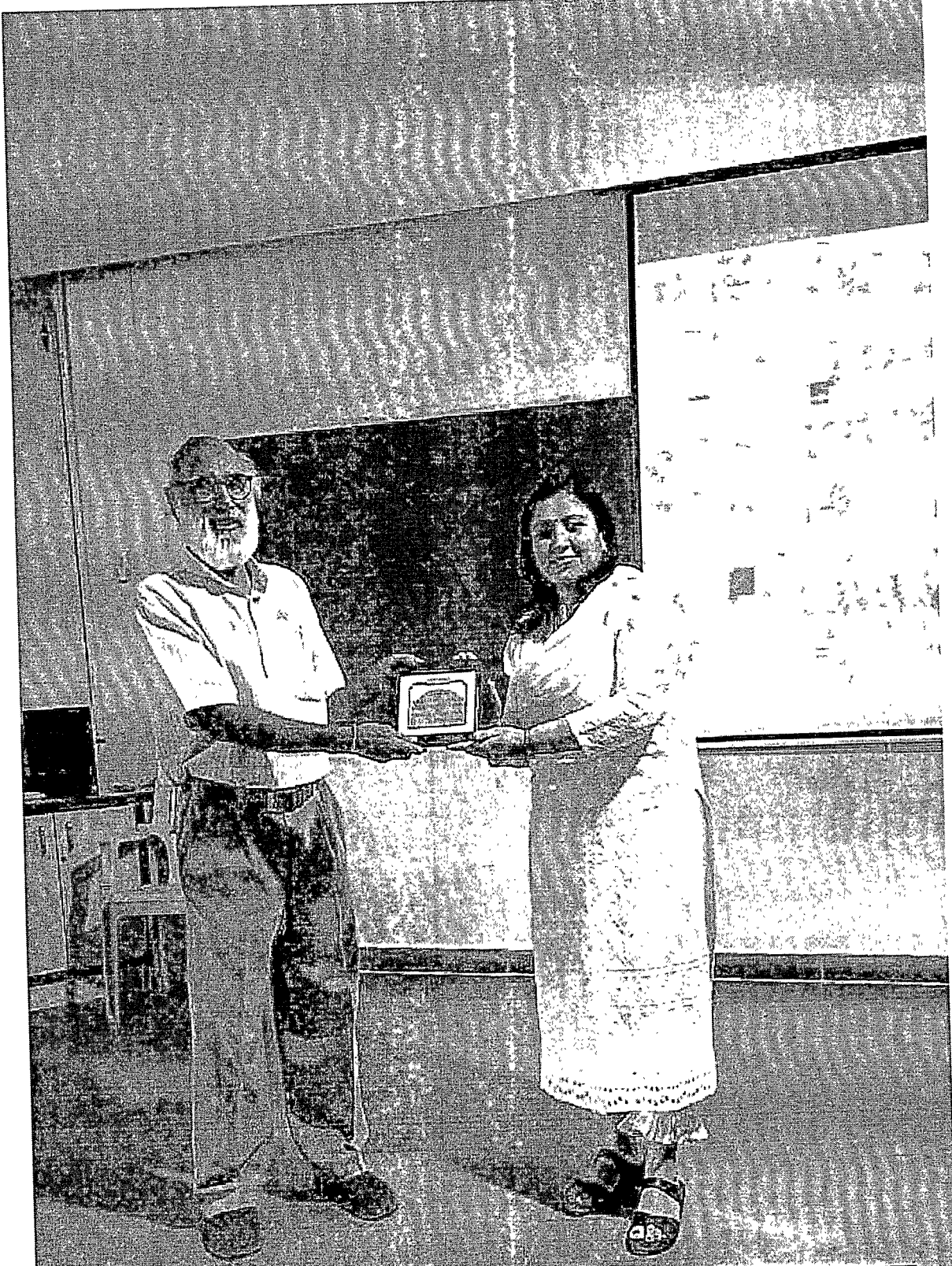23/05/23 01:49 PM GMT +05:30

Beermalpura at Mukandpura, Rajasthan, India
New incubation building, the Inmiit, WWPG+945, Sumel,
Beermalpura at Mukandpura, Rajasthan 302027, India
Lat 26.936275°
Long 75.925526°
22/05/23 03:34 PM GMT +05:30

Beermalpura at Mukandpura, Rajasthan, India
New incubation building, the Inmiit, WWPG+945, Sumel,
Beermalpura at Mukandpura, Rajasthan 302027, India
Lat 26.936275°
Long 75.925526°
23/05/23 02:54 PM GMT +05:30

Beermalpura at Mukandpura, Rajasthan, India
New incubation building, the Inmiit, WWPG+945, Sumel,
Beermalpura at Mukandpura, Rajasthan 302027, India
Lat 26.936275°
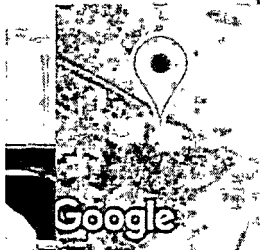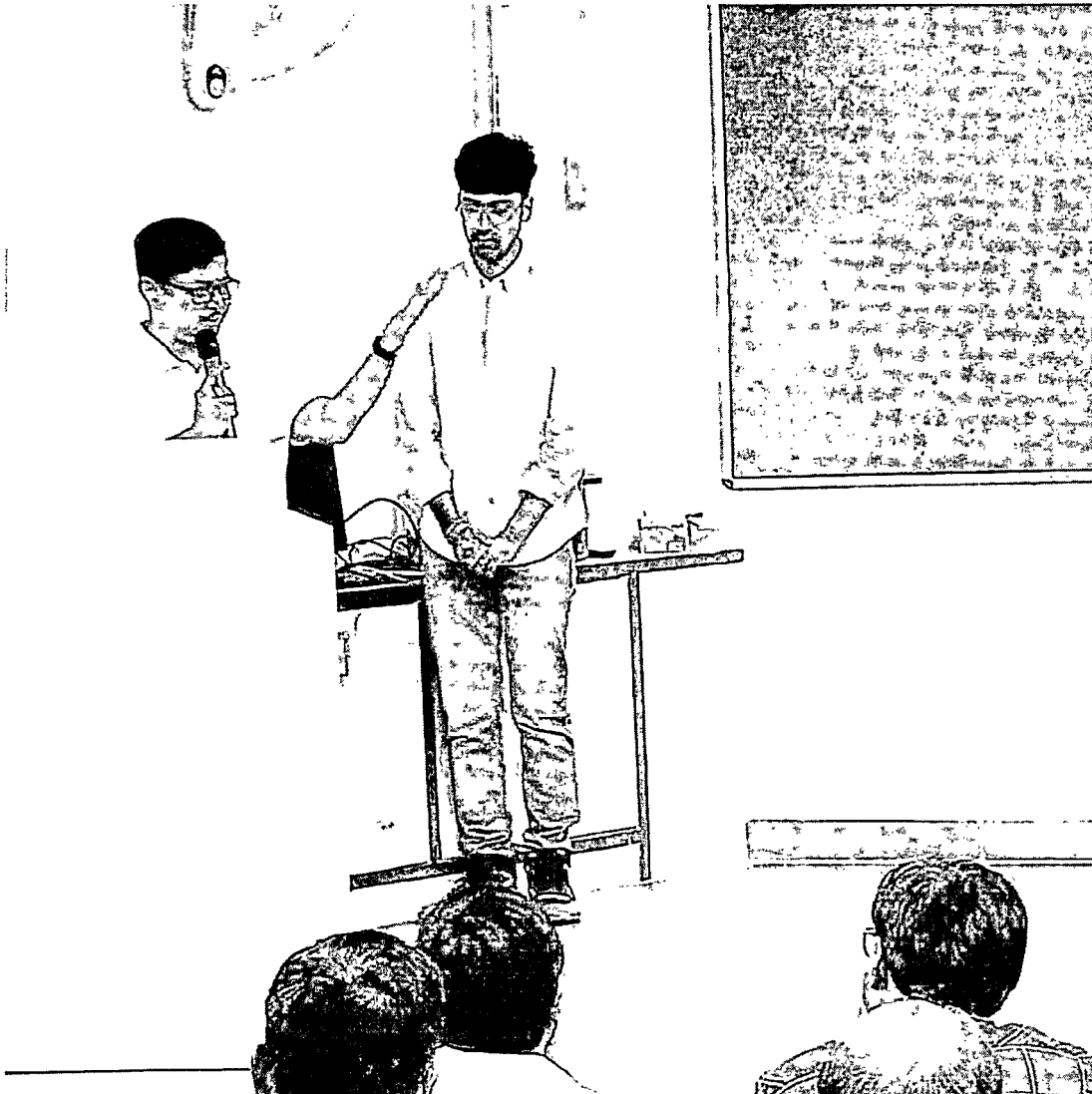Long 75.925526°
23/05/23 11:16 AM GMT +05:30

Beermalpura at Mukandpura, Rajasthan, India
New incubation building, the Inmiit, WWPG+945, Sumel,
Beermalpura at Mukandpura, Rajasthan 302027, India
Lat 26.936275°
Long 75.925526°
22/05/23 11:18 AM GMT +05:30

CCSPD Workshop on Effective Communication at Workplace

LIST OF PARTICIPANTS

S. No.	Name	Email Id	Department/Office	Attendance Day 2	
				Morning	Afternoon
1	Mr. Bhagwan Singh	bhagwan@lnmiit.ac.in	MME		
2	Mr. Sooraj	jrassistant.mme@lnmiit.ac.in	MME		
3	Mr. Satish Yadav	satish.yadav@lnmiit.in	MME		
4	Mr. Satyanarayan	satyanarayan@lnmiit.ac.in	MME		
5	Mr. Sandeep Saxena	sandeep.saxena@lnmiit.ac.in	MME		
6	Mr. Udayveer	udayveer.singh@lnmiit.ac.in	MME		
7	Mr. Ghanshyam Sharma	ghanshyam.sharma@lnmiit.ac.in	HOSTEL		
8	Mr. Ram Kumar Singh	ramkumar.singh@lnmiit.ac.in	HOSTEL		
9	Mr. Kamlesh Kumar Meena	kamleshkumar.meena@lnmiit.ac.in	HOSTEL		
10	Mr. Prahlad Sharma	prahlad.sharma@lnmiit.ac.in	HOSTEL		
11	Mr. Suresh Chand Dhanka	suresh.dhanka@lnmiit.ac.in	HOSTEL		
12	Mr. Rahul Sharma	rahulsharma.ct@lnmiit.ac.in	HOSTEL		
13	Mr. Kajor Meena	kajor.meena@lnmiit.ac.in	HOSTEL		
14	Mr. Praveen kumar Jha	praveen.jha@lnmiit.ac.in	HOSTEL		
15	Mr. Abhishek Sharma	abhisheksharma@lnmiit.ac.in	HOSTEL		
16	Mr. Manoj Kumar Pancholi	manojkumar@lnmiit.ac.in	HOSTEL		
17	Mr. Madhu Sharma	madhumitasharma@lnmiit.ac.in	HOSTEL		
18	Ms. Madhu Yadav	madhu.yadav@lnmiit.ac.in	HOSTEL		
19	Ms. Shakshi Sharma	sakshi.sharma@lnmiit.ac.in	HOSTEL		
20	Ms. Pankesh Sharma	pankesh.sharma@lnmiit.ac.in	HOSTEL		
21	Ms. Manju Kunwar	manju.kanwar@lnmiit.ac.in	HOSTEL		
22	Ashish Bhardwaj	jr.tpo@lnmiit.ac.in	Trainings and Placements office		
23	Mr. Kamta Sharma	kamta.sharma@lnmiit.ac.in	ECE		
24	Mr. Dharampal Yadav	dharmpal@lnmiit.ac.in	ECE		
25	Mr. Kushumakar Sharma	kushamakar@lnmiit.ac.in	ECE		
26	Mr. Pavan Sharma	pksharma@lnmiit.ac.in	ECE		
27	Mr. Vinod Kumar	vinodece@lnmiit.ac.in	ECE		
28	Mr. Ajay Naresh	ajay.naresh@lnmiit.ac.in	ECE		
29	Mr. Laxmi Narayan Sharma	lnsharma@lnmiit.ac.in	PHYSICS		
30	Mr. Swapnil Lavaniya	jrassistant.physics@lnmiit.ac.in	PHYSICS		
31	Mr. Raj Singh	rajsingh@lnmiit.ac.in	LIBRARY		
32	Mr. Parvez Ahmad	pahmad@lnmiit.ac.in	LIBRARY		
33	Ms. Parminder Kaur	parminder.kaur@lnmiit.ac.in	LIBRARY		
34	Mr.Ghanshyam Sharma		LIBRARY		
35	Mr, Rajesh Meena		LIBRARY		

36	Mr. Deen Dayal	ddsain@lnmiit.ac.in	ADMINISTRATION		
37	Mr. Mukesh Bhardwaj	mukesh.bhardwaj@lnmiit.ac.in	ADMINISTRATION		
38	Ms. Suni Thomas	sthomas@lnmiit.ac.in	Director's Office		
39	Mr. Ashish Sharma	ashish.sharma@lnmiit.ac.in	Dean's Office		
40	Mr. Govind Chandwani	govindchandwani@lnmiit.ac.in	PURCHASE AND STORES		
41	Mr. Manoj Singh	jrasst.purchase1@lnmiit.ac.in	PURCHASE AND STORES		
42	Mr. Jitender Singh	jitender.singh@lnmiit.ac.in	PURCHASE AND STORES		
43	Mr. Ranjan Kumar	ranjan.kumar@lnmiit.ac.in	PURCHASE AND STORES		
44	Mr. GIRIRAJ SHARMA	gsharma@lnmiit.ac.in	FINANCE		
45	Mr. Omprakash Ratiwal	omprakash.ratiwal@lnmiit.ac.in	IT		
46	Mr. Shivam Maheshwari	smaheshwari@lnmiit.ac.in	Computer Science and Engineering		
47	Namonarayan Meena	namonarayan.meena@lnmiit.ac.in	HOSTEL		
48	Mr. Chandan Rai	chandan.rai@lnmiit.ac.in	Telephone		
49	Mr Virendra Mudgal	virendra.mudgal@lnmiit.ac.in	Guest House		
50	MrIndra raj	jrassistant-purchase@lnmiit.ac.in	PURCHASE AND STORES		
51	Mr Kundan Shahi	jrassistant.ece@lnmiit.ac.in	ECE		

Krishn Kant chawla — CSE Establishment & Examination

Shivangee Singh — CSE

Vandana khandelwal — CSE