

# REPORT

On  
One Week Training Session

On the Title:

## **“Communication”**

For supporting staff

Date: (2nd -12th) May2023

Venue: Computer lab: 02, Room 101, LPCPS

Email: Resrchcelllpcps@gmail.com

**Introduction:** The purpose of this report is to provide an overview of the one-week training session on "Communication" organized by LPCPS for supporting staff members. The training aimed to enhance the communication skills of the participants, enabling them to interact effectively.

### **Training Objectives:**

- Develop effective verbal and non-verbal communication skills.
- Enhance active listening abilities to improve understanding and response.
- Improve written communication skills, including email etiquette and professional writing.
- Promote teamwork and collaborative communication.
- Build awareness of cultural diversity and its impact on communication.
- Provide strategies for managing difficult conversations and conflicts.

### **Trainers of the STP were**

1. Mr. Ajay Gupta
2. Dr. Ashish Kaushal
3. Mr. Mayank Singh
4. MS. Gaurvi Shukla
5. MS. Sweety jain
6. Mr. Rahul Singh
7. MS. Sweety Sinha
8. MS. Durgesh Vaish

### **Training Content:**

Day 1:

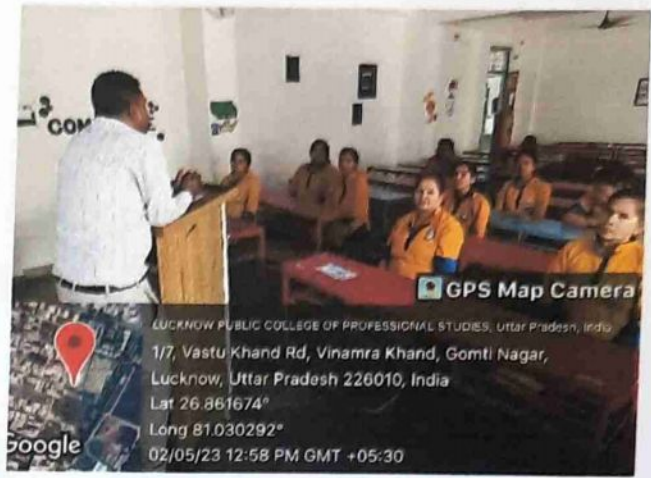
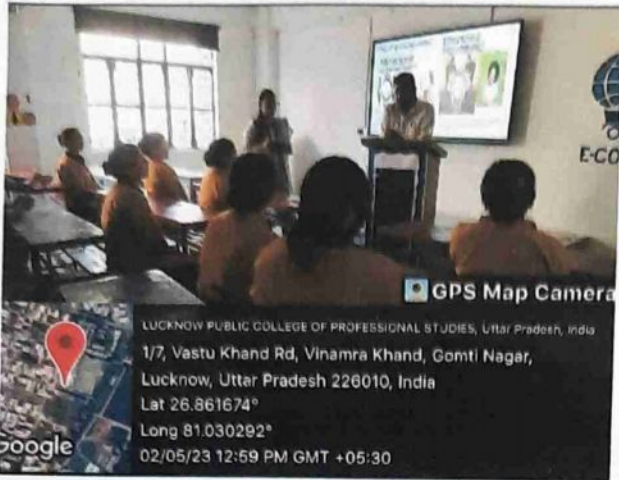
*Ashish*  
Principal  
Lucknow Public College of Professional Studies  
Vidya Khand, Gomti Nagar, Lucknow

## Session 1: Types of Communication

Introduction to effective communication principles

Understanding the communication process

Verbal and non-verbal communication skills

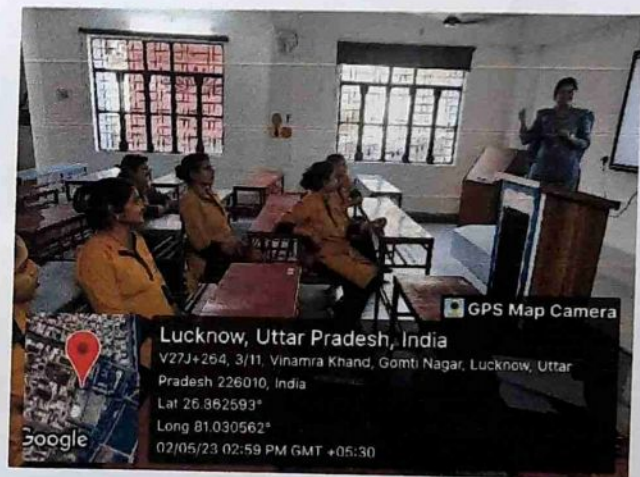
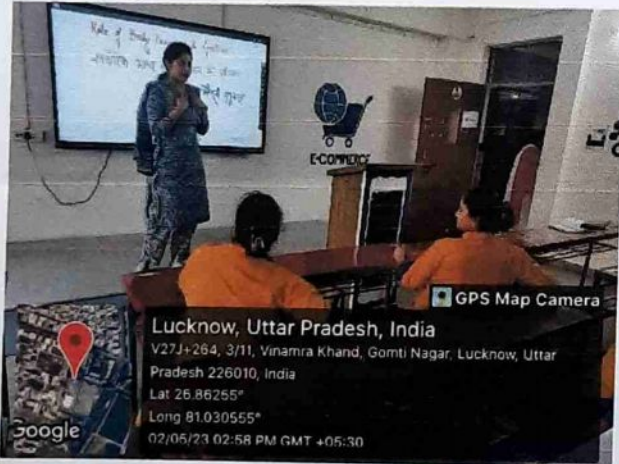


## Session 2: Role of Body language and Gesture

Importance of active listening in effective communication

Techniques for active listening

Providing constructive feedback



## Day 2

### Session 1: Developing self-motivation

Stress Management at work

Effective communication within teams

Building trust and fostering collaboration

Resolving conflicts and promoting harmony

*Asmita*  
Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gomti Nagar, Lucknow

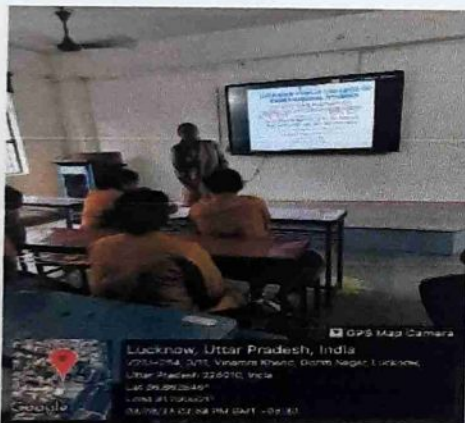


## Session 2: How to Become an active listener

Email etiquette and writing effective emails

Professional writing skills

Documenting information accurately and concisely



## Day 3

### Session 1: Stress Management

Understanding cultural diversity and its impact on communication

Strategies for addressing cultural barriers

Managing difficult conversations and conflicts



*Anamika*  
Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gomtinagar, Lucknow

## Session 2: How to write an application



## Day 4

### Session 1: Communication Etiquettes

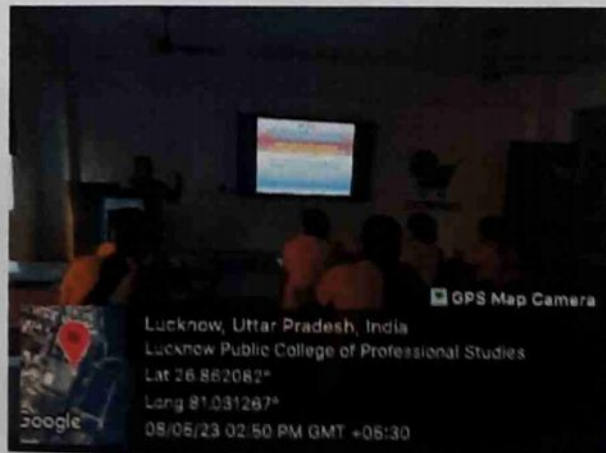
Understanding cultural diversity and its impact on communication

Strategies for addressing cultural barriers

Managing difficult conversations and conflicts



## Session 2: Barriers to Effective Communication



## Day 5:

### Session 1: Importance of effective communication at workplace

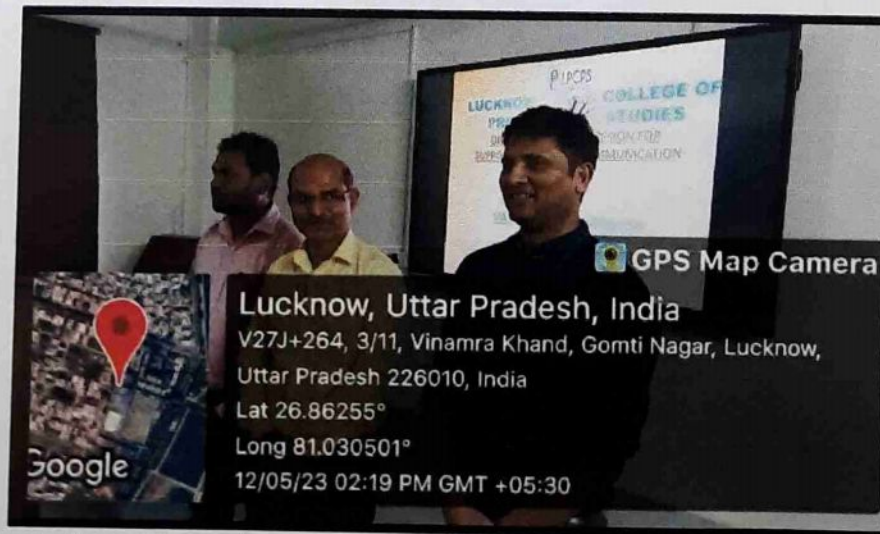


### Session 2: Art of small talk



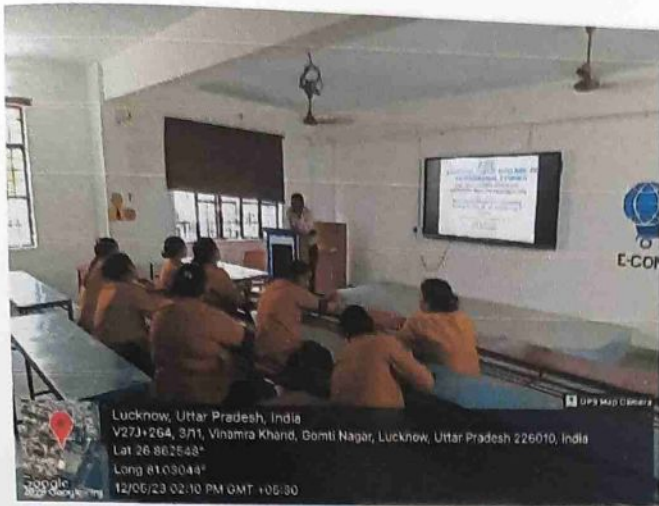
## Day 6:

### Session 1: Intrapersonal Communication



### Session 2: Practical Implementation of Learning

*Avinil*  
Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gomtinagar, Lucknow



**Training Methodology:** The training sessions followed a combination of instructional lectures, interactive discussions, group activities, role-playing exercises, and case studies. Participants were actively encouraged to share their experiences, ask questions, and engage in practical exercises to reinforce learning.

**Participant Feedback:** The Overall response was overwhelmingly positive. Participants expressed satisfaction with the content, delivery, and relevance of the training. They reported gaining valuable insights and practical skills that would positively impact their communication abilities in the workplace.

**Below a group photo of One Week Training Session**



*Armita*  
 Principal  
 Lucknow Public College of Professional Studies  
 Vinamra Khand, Gomtinagar, Lucknow

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ATTENDANCE SHEET

TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION: 1 HOW TO COMMUNICATE PROFESSIONALLY

DAY: 1 DATE: 02/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Anita Verma		अनीता
2	Kamini Srivastava		कामिनी
3	मीना		मीना
4	रामकली		रामकली
5	रिंकी		रिंकी
6	शान्ती		S
7	आशा		आशा
8	रागीनी		रागीनी
9	गुला		Geeta Devi
10	रानी		रानी
11			रामप्रताप
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*Asmita*

Principal  
Lucknow Public College of Professional Studies  
Vinamra Khand, Gomtinagar, Lucknow

## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION: 2 ROLE OF BODY LANGUAGE &amp; GESTURES

DAY: 1 DATE: 02/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Anita Verma		अनीता
2	Kamini Srivastava		कमिनी
3	रामकली		रामकली
4	मीना		मीना
5	रिंकी		रिंकी
6	आशा	आशा	
7	रेशमा		
8	शान्ती		श
9	गीता		Geeta Devi
10	रानी		(R) रानी
11	रमिनी		रमिनी
12	रामप्रताप		रामप्रताप
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Principal  
Lucknow Public College of Professional Studies  
Vandana Khand, Gomtinagar, Lucknow



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION:	1	DEVELOPING SELF MOTIVATION	
DAY:	2	DATE	: 03/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Anita Verma		इनीता
2	Kumari Sevakastava		कामीनी
3	रामकली		रामकली
4	मीना		मीना
5	अश्रा		अश्रा
6	रिक्की		रिक्की
7	गीता		गीता देवी
8	रेशमा		
9	शान्ती		श
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Asst  
 Lucknow Public College of Professional Studies  
 Vinamra Khari, Gomti Nagar, Lucknow

## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION:	2 HOW TO BECOME AN ACTIVE LISTENER		
DAY:	2	DATE	:03/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Amita Verma		अनीता
2	Kumini Srivastava		कमिनी
3	रामकली		रामकली
4	मीना		मीना
5	आशा		आशा
6	रिबी		रिबी
7	गीता		गीता Devi
8	शान्ती		श
9	रागिनी		रागिनी
10	रामप्रताप		रामप्रताप
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Principal  
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## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION: I STRESS MANAGEMENT

DAY: 3

DATE

: 6/05/2023

Sr. No.

NAME OF PARTICIPANTS

DESIGNATION

SIGNATURE

1

Anita Verma

अनीता

2

Kamini Srivastava

कमिनी

3

रामकली

रामकली

4

मीना

मीना

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Principal

Lucknow Public College of Professional Studies  
Vardaan Road, Lucknow

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## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION: 2 HOW TO WRITE AN APPLICATION

DAY: 3

DATE

: 6/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Anita Verma		अनीता
2	Ramini Srivastava		रामिनी
3	रामकाली		रामकाली
4	मीना		मीना
5	रिंकी		रिंकी
6	रेशमा		
7	आशा		आशा
8	गीता		Geeta Devi
9	रान्ती		S
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## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION:	1 COMMUNICATION ETIQUETTES		
DAY:	4	DATE	: 8/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	रामकली		रामकली
2	शांतिनी		शांतिनी
3	Anita Verma		अनीता
4	कामिनी		कामिनी
5	मीना		मीना
6	रेशमा		रेशमा
7	गीता		गीता देव
8	रामप्रताप		रामप्रताप
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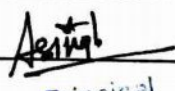
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## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION: 2 BARRIERS TO EFFECTIVE COMMUNICATION.

DAY: 4

DATE : 8/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	रामकली		रामकली
2	Anita Verma		अनीता
3	Ramini Srivastava		रामिनी
4	मीना		मीना
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6	गीता		Geeta Devi
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23			Lucknow Public College of Professional Studies
24			Vinayra Khand, Gomtinagar, Lucknow
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## ATTENDANCE SHEET


SESSION: 1. supportive session

DAY: 5 DATE: /0/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	Signature
1	अनीता वर्मा		अनीता
2	मीना		मीना
3	सीमा		सीमा
4	रिंकी		रिंकी
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Principal  
Lucknow Public College of Professional Studies  
Vishwa Khand, Lucknow

SESSION: 3- Supportive Session			
DAY: 5		DATE: 10/05/2023	
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	Signature
30	इनीता वमा		इनीता
31	मीना		मीना
32	रीमा		रीमा
33	रिवा		रिवा
34	रेशमा		रेशमा
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 Principal  
 Lucknow Public College of Professional Studies  
 Vasant Vihar, Lucknow



## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION:	1		
DAY:	6	DATE	11/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Anita Verma		अनीता
2	कामिनी		कामिनी श्रीरवत
3	रामकली		रामकली
4	मीना		मीना
5	रेशमा	रेशमा क्वी	रेशमा क्वी
6	रिंकी		रिंकी
7	गीता		गीता देव
8	जाशा		जाशा
9	रानी		रानी
10	रागिनी		रागिनी
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23			Principal
24			Lucknow Public College of Professional Studies Vinamra Khand, Gontriagar, Lucknow
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## ATTENDANCE SHEET

## TRAINING SESSION FOR SUPPORTIVE STAFF ON COMMUNICATION

SESSION:	2	DATE	:11/05/2023
DAY:	6	DESIGNATION	SIGNATURE
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	अनीता वर्मा		अनीता
2	राम कली		रामकली
3	वासिनी श्रीवास्तव		वासिनी
4	मीना		मीना
5	आशा - आशा		आशा
6	रंकी		रंकी
7	गीता		Geeta Devi
8	रेशमा		रेशमा देवी
9	शान्ती		शान्ती
10	क. राशिनी		राशिनी
11	राम प्रताप		राम प्रताप
12	अशोक कुमार		अशोक
13	राशि		राशि
14	शक्ति		शक्ति
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22			Principal
23			Lucknow Public College of Professional Studies Manamra Khanj, Gomtinagar, Lucknow
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## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

## ATTENDANCE SHEET

SESSION: 1. Supportive session

DAY: 7

DATE: 12/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	Signature
1	अनीता वर्मा		अनीता
2	मीना		मीना
3	सीमा		सीमा
4	रिंकी		रिंकी
5	इशमा		इशमा
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Asst.

Principal  
Lucknow Public College of Professional Studies  
Vasamra Khand, Gomtinagar, Lucknow

SESSION: 2: Supportive Session

DAY: 7

DATE: 12/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	Signature
30	शानीता वर्मा		शानीता
31	मीना		मीना
32	शीमा		शीमा
33	रिंकी		रिंकी
34	रेशमा		रेशमा
35	शान्ता		श
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Principal  
Lucknow Public College of Professional Studies  
Vimamra Khand, Gomti Nagar, Lucknow