

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop for Non-Teaching Staff of St. Xavier's, College Mahuadanr on "Communication Skills and Personality Development" from 15<sup>th</sup> to 20<sup>th</sup> December 2020**

The Internal Quality Assurance Cell (IQAC) organized a Six-Day workshop for the non-teaching staff of St. Xavier's College, Mahuadanr on Communication Skills and Personality Development from 15<sup>th</sup> to 20<sup>th</sup> December 2020.

#### **Day 1:**

**December 15, 2020**

**Time: 2.00-4.00 pm**

**Topic: Introduction and Verbal Communication**

**Resource Person: Dr. Fr. M.K. Jose**

The inaugural session of the workshop, led by the esteemed resource person Dr. Fr. M. K. Jose, the Principal set the stage for an enlightening exploration of communication skills. Participants were introduced to the fundamental role of effective communication in personal and professional contexts. The focus of the day was on refining verbal communication skills, emphasizing clarity, coherence, and effective expression. Practical activities and discussions laid a solid foundation for the ensuing days of the workshop.

#### **Day 2:**

**December 16, 2020**

**Time: 2.00-4.00 pm**

**Topic: Active Listening Skills**

**Resource Person: Asst. Prof. Binay Kumar Yadav**

Under the guidance of Asst. Prof. Binay Kumar Yadav participants delved into the art of active listening on the second day of the workshop. Understanding the pivotal role of listening in effective communication, attendees engaged in interactive exercises aimed at honing their

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listening skills. The session fostered an appreciation for the nuances of attentive listening, laying a solid foundation for improved communication and interpersonal relationships.

### **Day 3:**

**December 17, 2020**

**Time: 2.00-4.00 pm**

**Topic: Body Language and Communication**

**Resource Person: Dr. Pyari Kujur**

Dr. Pyari Kujur led an engaging session on the impact of body language on communication. Through practical demonstrations and role-playing activities, participants explored the subtleties of non-verbal cues. The day was dedicated to helping attendees comprehend the importance of positive body language and equipping them with techniques to convey confidence and authenticity in their interactions.

### **Day 4:**

**December 18, 2020**

**Time: 2.00-4.00 pm**

**Topic: Assertiveness in Communication**

**Resource Person: Asst. Prof. Binay Kumar Yadav**

Asst. Prof. Binay Kumar Yadav took the reins on the fourth day, focusing on assertiveness in communication. Participants gained valuable insights into expressing their thoughts and opinions confidently. The workshop featured role-playing scenarios, allowing attendees to practice assertiveness in a controlled environment. The day's activities empowered participants to communicate assertively while maintaining professionalism and respect.

### **Day 5:**

**December 19, 2020**

**Time: 2.00-4.00 pm**

**Topic: Empathy in Communication**

**Resource Person: Dr. Pyari Kujur**

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Led by Dr. Pyari Kujur, the workshop transitioned into the realm of empathy in communication. Participants explored the significance of understanding different perspectives and fostering positive relationships. Through activities promoting empathy, attendees honed their ability to connect on a deeper level, contributing to a more inclusive and harmonious communication environment.

### **Day 6:**

**December 20, 2020**

**Time: 2.00-4.00 pm**

**Topic: Conflict Resolution**

**Resource Person: Asst. Prof. Kaslin Juliet**

On the sixth day, Asst. Prof. Kaslin Juliet guided participants through the intricacies of conflict resolution. Practical tips were shared on handling conflicts and criticism, and role-playing scenarios provided a platform for applying conflict resolution strategies. Attendees left the session equipped with valuable skills for navigating and resolving conflicts in diverse settings.

The workshop, spanning diverse topics, proved to be a comprehensive journey in communication skills and personality development. Each day brought new insights, practical exercises, and opportunities for participants to refine their abilities. The guidance of the resource persons, combined with interactive sessions, ensured a well-rounded learning experience, setting the stage for continued personal and professional growth.

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Brochure of the event:



**St. Xavier's College, Mahuadanr**  
**WORKSHOP**  
**FOR NON-TEACHING ASSOCIATES**

15th December – 20th December 2020

**Communication**  
**Skill development**

**Patron**  
**Dr. Fr. M. K. Jose SJ Principal**  
**St. Xavier's College,**  
**Mahuadanr**

**Resource Persons: Asst.**  
**Prof. Pyari Kujur**  
**Asst. Prof. Binay Yadav**  
**Asst. Prof. Sr Kaslin**  
**Juliet**

Photo:



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**Latehar-822119, Jharkhand**







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Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone:08986638271/08987890754 Email:sxcmdanr@gmail.com website: www.sxcm.co.in

Name of the Program: *Communication Skill and Personality Development*

Date:- *15.12.2020 to 20.12.2020* Academic Year:-2020-2021

S. No.	Name	Signature
1	Saroj Minj	<i>Saroj minj</i>
2	Prema Xalxo	<i>Prema Xalxo</i>
3	Neelam Tirkey	<i>Neelam Tirkey</i>
4	Ravindra Minj	<i>Ravindra Minj</i>
5	Binod Xalxo	<i>Binod Xalxo</i>
6	Aruna Kujur	<i>Aruna</i>
7	Dipika Kujur	<i>Dipika</i>
8	Suchit Paul Kujur	<i>Suchit Paul Kujur</i>
9	Ashok Deepak Kujur	<i>Ashok Deepak Kujur</i>
10	Marianus Kujur	<i>Marianus Kujur</i>
11	Praveen Minj	<i>Praveen</i>
12	Jai Prakash Nagesia	<i>Jai Prakash</i>
13	Vijay Birendra Tirkey	<i>Vijay Birendra Tirkey</i>
14	Lorens Kujur	<i>Lorens Kujur</i>



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15	Xavier Ekka	गर्विल एका
16	Dilip Baxla	<del>डिलिप बाखला</del>
17	Santosh Kujur	संतोश कुजुर
18	Anora Lakra	Anora lakra
19	Sunita Nagesia	Sunita Nagesia
20	Christina Toppo	Christina Toppo

Principal  
St. Xavier's College  
Mahuadanr

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Affiliated to Nilamber-Pitamber University  
Accredited by NAAC, Recognized by UGC

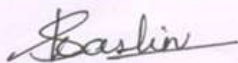
**Staff Development Program**

## **Certificate**

This is to certify that Prof./Dr./Mr./Ms.

**Binod Xalxo**

has participated in Workshop for the Non-Teaching Staff on “ Communication Skill and Personal Development” organized by the Internal Quality Assurance Cell at St. Xavier's College, Mahuadanr, Latehar, Jharkhand, India, from 15<sup>th</sup> December to 20<sup>th</sup> December 2020.



**IQAC Coordinator**



**Principal**