



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA



COMMUNICATION AND PRESENTATION SKILLS



Programme Director: Prof. Vidyanand Jha



Programme Dates: November 11 - 15, 2024



Programme Venue: MDC, IIM Calcutta

INTRODUCTION

Effective oral and written communication skills have frequently been identified as prerequisites to managerial success. Research on recruiter's perceptions about the qualities that they look for in an applicant, have identified oral and written communications skills at the top of their list (Powell & Jankovich, 1998; Moody, Stewart & Boltlee, 2002). This is not surprising considering that managers are frequently required to make presentations both within the organisation and to external groups such as clients, or potential partners. The purpose or intent of these presentations may vary from sharing information to persuading the audience or selling an idea or product. In each case an effective presentation will aid the communicator in performing his/her role.

Moreover in the current environment, individuals increasingly face an information overload and shorter time spans within which they are required to assimilate data and make effective and informed decisions. In such a scenario the ability to communicate is imperative for managerial effectiveness and success. In this context the MDP on Communication and Presentation Skills will highlight some issues that a communicator should consider in order to make effective written and oral presentation.

OBJECTIVES

To help participants to examine their communication styles and to hone their skills in listening, responding, giving and receiving feedback and persuasion. To practice and enhance written and oral communication skills.



PEDAGOGY

The Programme will be highly experiential and interactive, comprising of individual and group exercises, role plays, participant presentations and discussion.



WHO MAY ATTEND

The Programme is recommended for managers at all levels and from all functional areas.

A varied cross section of participant profiles adds new dimensions and perspectives to the discussions and experiential sessions.



KEY TOPICS

- Communication Skills
- Interpersonal Communication
- Oral Presentations
- Audio Visual Presentations
- Written Communication
- Persuasion
- Leadership Communication
- Cross-Cultural Communication



PROGRAMME DIRECTOR

Prof Vidyanand Jha has been teaching in the Organizational Behaviour Group of IIM Calcutta since 1997. He has offered multiple Management Development Programmes on Communication and Presentation Skills over the years. These programmes are known for their participant centred learning.





PROGRAMME DETAILS

- Programme Commencement:** 9:00 AM on November 11, 2024
- Programme Conclusion:** 2:00 PM on November 15, 2024
- Accommodation:** For Residential participants, on single occupancy
 - **Check-in:** November 10, 2024 (6:00 PM onward)
 - **Check-out:** November 15, 2024 (2:00 PM)



PROGRAMME FEES

- Residential (R):** ₹ 1,40,000/- plus taxes and surcharges as applicable.
- Non-Residential (NR):** ₹ 1,30,000/- plus taxes and surcharges as applicable.

We would strongly encourage candidates to enroll as Residential participants, as the experience of an MDP is optimized in a full-immersion mode.

Discount on Programme fees:

A discount of 10% on the Programme fees can be availed by an organization if it nominates at least 4 participants for a particular MDP.



TERMS & CONDITIONS

- Participants would have to make their own travel arrangements.
- Accommodation at IIM Calcutta will be provided till 2:00 PM on the last day of the Programme. Participants who may wish to stay beyond this time will have to check with the CMDP Office for room availability, and associated charges. IIM Calcutta does not provide any family accommodation.
- Cancellation Policy: In case you/your nominated candidate(s) does(do) not attend the programme, 40% of the programme fees will be retained, as per policy.
- Executive Education Alumni: With effect from April 01, 2017, participants of IIM Calcutta's 'Open' MDPs who attend 20 days of learning through two or more Open MDPs will be eligible to apply for 'Executive Education Alumni of IIM Calcutta' status.



HOW TO APPLY

- You can apply/nominate your personnel by clicking on the “Apply Now” link corresponding to the particular MDP, as appearing on our online calendar available at: <https://iimcal.ac.in/mdp/mdp-calendar>
- Once the candidature(s) is (are) approved, the sponsoring authority or participant (in case of self-nomination) will be intimated over email along with a Proforma Invoice seeking programme fees in advance.
- Programme fees can be remitted online through Electronic Fund Transfer (NEFT/RTGS).
- Upon remitting the fees online, kindly intimate CMDP office with the UTRNo./relevant transaction details through email, so that we can connect your remittance to your nomination(s). Please note that confirmation of participation is subject to receipt of Programme fees by CMDP Office before commencement of the MDP.

IIM CALCUTTA’S ACCREDITATIONS AND RANKINGS

- Triple accreditations by AACSB (Association to Advance Collegiate Schools of Business), AMBA (Association of MBAs) & EQUIS.
- IIM Calcutta is the only B school in India to be a member of CEMS, a global alliance of leading business schools, multinational companies and NGOs
- IIM Calcutta’s MBA programme has been ranked 60th and MBA-Ex programme 76th in Financial Times Global rankings, 2023. In Domestic rankings, the Institute has secured 1st position in both BT-MDRA and Fortune India Best B-School Survey 2023



Our correspondence address is as follows:

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For all other details on administrative matters please refer to the ‘Guidelines for Participants’ on our website or e-mail to program_mdp@iimcal.ac.in