

EXTENSION EDUCATION INSTITUTE

(Southern Region)

Dept. of Agriculture & Cooperation & Farmers Welfare, Ministry of Agriculture &

Farmers Welfare, Govt. of India

Professor Jayashankar Telangana State Agricultural University,

Rajendranagar, Hyderabad-500 030

**Name of the Training : Communication and Documentation Skills for Professional Excellence**

**Duration : 5 days (28th June – 2nd July, 2022)**

Participants : Officers of Department of Agriculture and Allied Sectors

Southern Region

**Objectives**: By the end of the training Participants shall be able to

* Understand Communication and Documentation skills, learn different documentation methods and techniques.
* Learn reading, listening writing interpretation reporting, presentation and facilitation skills
* Know various ICT methods and new generation tools for effective communication.

**Course Content:**

Theory:

* Communication and Documentation Skills – An Overview
* Reading and Listening Skills for Effective Communication
* New Generation Tools for Effective Communication : Creation of YouTube Channel and Uploading Videos
* Non-Verbal Communication Skills
* Report Writing. Data Analysis and Interpretation
* Facilitation and Feedback Management Skills for Effective Documentation
* Documentation Methods and Techniques
* Communication thorugh ICTs
* Writing of Success Stories and Case Studies
* Presentation Skills

Practical:

* Visit Electronic Wing, PJTSAU, Rajendranagar, Hyderabad
* Visit to Peddashapur Village, Hyderabad
* Back Home Planning

Training Methodology

* + Presentation by eminent speakers / Experts.
  + Interim interactive sessions.
  + Interim Group discussions.
  + Brain storming
  + Individual and Group assignment
  + Integrating David Kolb’s Experiential learning Technique inTraining
  + Kirkpatrick’s model of training evaluation

**Evaluation:** Pre, post, and course evaluation formats will be administered to the participants to assess the knowledge and effectiveness of the training respectively.



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On-Campus Training Programme on

Communication and Documentation Skills for Professional Excellence

For the Officers of Department of Agriculture and Allied Sectors, Southern Region

(28th June – 2nd July, 2022)

##### Daily Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day & Date** | **6-7 AM** | **9.30 – 11.00 AM** | **11.15 – 12.45 PM** | | **1.45 – 3.15 PM** | **3.30 – 5.00 PM** |
| **28-06-2022**  **(Tuesday)** | *Yoga & Stress Management*  ***Sri. M. Ravindar,*** *Yoga instructor* | Registration  Pre evaluation  **Programme Coordinator** | Inaugural Session  Ice Breaking  **Programme Coordinator** | | Communication and Documentation Skills - An Overview  **Dr. M. Jagan Mohan Reddy**  Director, EEI | Reading and Listening Skills for Effective Communication  **Dr. R. Vasantha**  Professor, EEI |
| **29-06-2022**  **(Wednesday)** | New Generation Tools for Effective Communication: Creation of YouTube Channel and Uploading Videos  **Shri. Ganghadhar Bokkena**  Director, Digital Coach Mastery  Jagitial District | | | Non-Verbal Communication Skills  **Dr. I. Sreenivasa Rao**  Senior Professor and University Head, EEI | Report Writing Data Analysis and Interpretation  **Dr. A. Sailaja**  Professor, EEI |
| **30-06-2022**  **(Thursday)** | Facilitation and Feedback Management Skills for Effective Documentation  **Dr. G. Rajanikanth**  Former Head and Academic Consultant, NIRDPR, Rajendranagar, Hyderabad | Documentation Methods and Techniques  **Dr. D. Shireesha**  Assistant Professor, EEI | | **Visit to Electronic Wing, PJTSAU, Rajendranagar, Hyderabad**  Photo, Video and Audio Documentation Skills and Production of Concept based Jingles in Audio (Song or Fold or Voice Formats)  **Programme Coordinators** | |
| **01-07-2022**  **(Friday)** | **Visit to Peddashapur Village, Hyderabad**  To Document the Ongoing Programmes and Schemes  **Programme Coordinators** | | | Communication through ICTs  **Dr. S. Chandra Shekar**  Professor, EEI | Wiring of Success Stories and Case Studies  **Dr. M. Preethi**  Professor, EEI |
| **02-07-2022**  **(Saturday)** | Presentation Skills  **Dr. P. Vijaya Lakshmi**  Professor, EEI | | Presentations by the Participants  **Programme Coordinators** | Back Home Planning  **Programme Coordinators** | Post Evaluation  Valedictory  **Programme Coordinators** |

***Group Photo on 29-06-2022 at 11.00 AM***

**Dr. M. Jagan Mohan Reddy Programme Coordinators**

**Director, EEI Dr. P. Vijaya Lakshmi**

Professor, EEI

**Dr. M. Preethi**

Professor, EEI