



Centre for Continuing Education  
MDP on

# Business Communication

(Key to professional growth  
driving organizational success)

## Adani University – Centre for Continuing Education (AU-CCE)

Adani University is a research-intensive educational institution set up to empower by focusing on real-world problems. The AU-CCE offers a wide spectrum of programs, that are specifically designed for practicing managers, at various points in their careers, helping them up-skill and progress.

### About the program

Business communication refers to communication inside and outside the organization to achieve organizational goals. This is critical to the success of any type of business organization everywhere. No business organization can function properly for a long time without effective communication.

In today's information age, it is important to communicate thoughts, ideas, opinions effectively with clarity. One has to know the do's and don'ts of effective communication. Communication across different channels is important and necessary skill which every professional needs to acquire.

Adani University announces this one-day MDP on Business Communication to develop and improve the communication skills amongst the young professionals who are entering the corporate world.

## Program Coverage

Demystifying  
Communication process

Various styles  
of communication

Non-verbal &  
Behavioural communication

Basics of  
E-mail Etiquette

Basics of  
Telephone Etiquette

Effective corporate  
and online meetings

Improving  
Listening skills

Tips to overcome barriers  
to effective communication

## Program Learning Outcomes

- To be more effective in communication process by learning various styles of communication
- To communicate effectively over E-mails
- To identify the right method of communicating over telephone
- To participate in physical and virtual meetings driving decisions
- To develop effective listening skills

## Methodology

This day long workshop is highly engaging and interactive through

- Role plays
- Group discussions
- Team business games
- Case discussions
- Presentations

## Faculty



Mr. Manish Khanolkar

An alumnus of XLRI, Mr. Manish Khanolkar has been in the field of Learning & Development for the past fifteen years. During this period, he has worked across the Manufacturing, Service and Consulting industries. During his stint at MakeMyTrip, amongst the many initiatives he took for the organization, his robust induction process and a strong succession planning program was appreciated by the industry.

A trainer by profession and a public speaker by passion, Manish has consulted organizations like Pepsico, ITC, Interglobe Aviation, Godrej, VIP Industries, Alcatel Lucent and many others in various aspects of Performance Management & Leadership. He has also been recognized as the top 100 HR professionals under 40 by Jombay.

He is an energetic Toastmaster and a passionate communicator; he has trained more than 10,000 people across the country. As a toastmaster he has served Amdavad Toastmasters Club as a Treasurer, VP – Education & President.

## Who should attend

- Executives and entry level managers
- Fresh Graduate and Post Graduate Engineering & Management Trainees
- Anyone who is starting their professional career recently and want to hone their communication skills.

## When & Where?

Date - Friday, October 6, 2023  
Mode - On-Campus  
Timings - 10.00 a.m. to 6.30 p.m.  
Venue - Adani University  
Last Date to Register Tuesday, 3<sup>rd</sup> October 2023

## Scan for Registration



## Investment

Rs.3000/- plus GST per participant. Fee includes program fee, lunch, refreshments, digital reading material and e-Certificate. Special concession for 5 or more nominations from the same organization.

## Contact Details

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