



**GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE EDUCATION
GOVERNMENT FIRST GRADE COLLEGE SHIKARIPURA**

DEPARTMENT OF ENGLISH

**ONE-DAY TRAINING PROGRAM ON COMMUNICATION SKILLS
DEVELOPMENT FOR NON-TEACHING STAFF**

Organized by

DR G R HEGDE

Mr. Shivarudrappa D

Mrs. Sowmya B V

DATE: 24-01-2020



ONE-DAY TRAINING PROGRAM ON COMMUNICATION SKILLS DEVELOPMENT FOR NON-TEACHING STAFF

One-day training program on Communication Skills Development for the teaching staff of Government First Grade College, Shikaripura on 24th January, 2020.

The Chief Resource Person Mr. Shivarudrappa, Assistant Professor, Government First Grade College, Shikaripura.

The workshop was inaugurated by the Principal of GFGC, Shikaripura, Dr. G R Hegde. In his inaugural speech, Dr. G R Hegde urged the participants to make use of the workshop in order to enhance their communication skills – both oral and written.

During the first session of the training program, Mr. Shivarudrappa D, made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

In the second session, Dr. G R Hegde, made presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

The Principal congratulated both the participants and the resource persons for organizing the program successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Mrs. Sowmya B V.



List of Participants

Sl.No.	Name of the Participants	Signature
1	Mr. Shivasiddegouda D S	
2	Mr. Shridhar P.	
3	Miss. Savitha Goudar.	
4	Mr. Halesh B.	
5	Mr. Chethan Kumar B Y	
6	Mr. Vinod Kumar A.	
7	Mr. Pradeep	
8	Mrs. Sahana Hiremath	

PRINCIPAL
GOVERNMENT FIRST GRADE COLLEGE
SHIKARIPURA