



**Communication & Soft Skills Training**  
for 'B' & 'C' Category Employees of Banaras Hindu University



**Date: October 15-16, 2011**  
**Venue: Faculty of Management Studies, BHU.**

*An initiative of*

**BANARAS HINDU UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT CELL**  
Varanasi – 221005, UP, India

**BANARAS HINDU UNIVERSITY**  
**Human Resource Development Cell**

**For 'B' & 'C' Category Employees of Banaras Hindu University**

**15<sup>th</sup>-16<sup>th</sup> October, 2011 at Faculty of Management Studies, BHU**

A two day workshop on "Communication and Soft skills Training" for group 'B' & 'C' category employees of Banaras Hindu University was organized by FMS, BHU on October 15-16, 2011. The program was inaugurated by garlanding the bust of Malviyaji. The guests in inaugural session were Prof. V.K. Kumara, Registrar, BHU and Mr. A. K. Aich, Finance officer, BHU. Prof. S. K. Singh, Chairman, HRD Cell & Dean, FMS, BHU welcomed the guests and gave a brief about the evolution of HRD Cell and the need of this training program. Prof H. P. Mathur, Programme Convener, talked about the future vision of HRD Cell and extended his idea of propagating this training programme for the grade 'D' and 'A' employees also. Mr. A. K. Aich said that the employees should develop their letter writing skills and making notes. Prof. Kumara said that group 'B' and 'C' employees are the base of BHU and we make decisions on the basis of notes given by them, so, they need to work with accuracy and efficiency. The inaugural session was conducted by Dr. Ashutosh Mohan, Programme Coordinator.

The first session on the day one was taken by Prof. R. K. Pandey, FMS, BHU on self efficacy – shifting mindset. He said that we should develop our full potential and energy for getting success in life. The second session was taken by Dr. R. K, Lodhwal, FMS, BHU on the importance of Group Dynamics & effective delegation in office work. In the next session, Prof. Usha Kiran Rai, FMS, BHU deliberated upon personality development & office etiquette. She also said that the qualities like honesty, integrity, hard work helps in developing a better personality. In the post lunch session Prof. H. C. Choudhary, Ex-Dean, FMS, BHU discussed about managing and building teams.

Dr. Rajan Srivastava, Dy. Registrar (Dev) talked about the concepts and trends in effective office management. Dr. Ashutosh Mohan, FMS, BHU elaborated upon stress management techniques to deal with the work pressure in our day to day life. Dr. Ashish Bajpai took a session on coaching and mentoring – Performance Dialogue. The last session of the first day ended with a feedback session taken by Prof. Deepak Barman, FMS, BHU.

The second day of the training program started with meditation session by Prof. A. K. Agrawal. He talked about the importance of meditation in improving one's life and how it can help in releasing the stress. The second session on the second day was taken by Dr. S. P. Mathur, Dy. Registrar (IT, BHU). He discussed about the ways by means of which the communication can be made effective. The third session was taken by Prof. H. P. Mathur, FMS, BHU on practicing leadership in office management. He elaborated on the real and practical meaning of leadership. The next two sessions were taken by Prof. Raj Kumar (FMS, BHU) & Prof. Rekha Prasad, FMS, BHU on the themes Planning and organizing time management & Conflict Management and Resistance to Change respectively.

In the first post lunch session, Dr. Alok Rai, FMS, BHU discussed about the factors that should be kept in mind while making a presentation. He also elaborated on how one can improve his presentation skills. The next two consecutive sessions were taken by Dr. Sunita Chandra Dy. Registrar (Non-Teaching) and Mr. S. B. Patel, Dy. Registrar, (Teaching) on the themes Types of office communication & Flow of office communication respectively. The last session was taken by Dr. Sashi Srivastava, FMS, BHU. She threw light on interpersonal skills and participative management for emerging leaders.

In the valedictory session, Mr. K. P. Upadhyay, Controller of Examinations, BHU was the Chief guest. The programme ended with the distribution of certificates to the participants.