

IPS Academy
Institute of Engineering & Science
Department of Humanities
Workshop for Office Staff on
“Interpersonal Skills”
July 6-11, 2020
Department of Humanities, Engineering

Faculty Coordinator : Dr. Meenakshi Joshi

Sr.No.	DAY	TIME	Speaker	Topic
1.	Monday	10:30 to 12:30	Faculty of Humanities Department	Greet & Meet Session
2.	TUESDAY	10:30 to 12:30	Dr. V.G.Sadh	Techniques to Manage Organizational Barriers
3.	WEDNESDAY	10:30 to 12:30	Mrs. Neetu Shrivastava	Press Note Writing
4.	THURSDAY	10:30 to 12:30	Dr. Rupali Chaturvedi	Formal Writing
5.	FRIDAY	10:30 to 12:30	Mrs. Rachana Bairagi	Communication Skills Enhancement through Movie Interpretation
6.	Saturday	10:30 to 12:30	Dr. Rekha Dhoot & Dr. Meenakshi Joshi	Silent & Effective Communication

Dr. Rekha Dhoot

Coordinator, Department of Humanities, Engineering