

## Workshop on “Effective Communication Skill & Personality Development”



### Introduction-

Digital Empowerment Foundation organized one day workshop on Effective Communication Skill & Personality Development at Kanpur Public Library, Chunniganj on 11<sup>th</sup> April 2015, for students and youth who is preparing for competitive exams and higher education. Being able to communicate effectively is the most important of all life skills. Developing your communication skills can help all aspects of your life, from your professional life to social gatherings and everything in between. The ability to communicate information accurately, clearly and as intended, is a vital life skill and something that should not be

overlooked. All these valuable things were told by our resource person Mr Abdul Hafiz Gandhi (Professor, Amity Law University, Lucknow) during workshop at Kanpur Public Library.



## Welcome Note & Introduction-

At first Library clerk Mrs Snehlata Tiwari welcomed and introduced our guest cum resource person Mr Hafiz Gandhi to audience then Mr Gandhi hold mike and said thanks to library team for inviting him in this workshop. Then he described to students about his speech and started session. He shared few moment of his student life and teaching life and also told he is from Eta (U.P) a small town city and now a Professor in a metro city, Lucknow. Nothing is impossible if we want to achieve that.





“I chose teaching as my career as I have always been passionate and motivated to learn new things. It gives me inner satisfaction to share my knowledge with students” Mr Gandhi during his speech.



## **Presentation-**

By PPT of Jo-Hari window (A model for self-awareness, personal development, group development and understanding relationship) Mr Gandhi told that if we want to be good in communication then we have our relation good with relatives and friend along with teacher and always think everything in a positive way.



It's never too late to work on your communication skills and by doing so improve your quality of life. When we communicate we spend half of our time listening. Most people take listening for granted but it is not the same as hearing and should be thought of as a skill.

## Hearing Vs Listening

**Hearing** – Physical process, natural, passive

**Listening** – Physical as well as mental process, active, learned process, a skill



**Listening is hard.**

You must choose to participate in the process of listening.

**Respect the opinion of others.**

It's a matter of perception, up-bringing and education

Ideologies may differ.

**Learn to agree to disagree**



Many of the media representatives came to library for the coverage of our workshop like Amar Ujala, Hindustan, Rashtriya Sahara and well noticed our workshop and prepared a report on workshop and publish this workshop news in their news papers. There was a lot number of students in our workshop. Total One hundred thirty six students filled their registration form for the participant in this workshop. two colleges staff of teachers also attended this workshop with their students. And had a meeting with Mr Gandhi this workshop and asked him that how can we improve our communication skills more effectively. As Gandhi is a Law Professor so many students wished to become a lawyer or judge.





## To be good in Communication-

Good interpersonal communication skills enable us to work more effectively in groups and teams, which may be either formal, like at work, or informally - in social situations. Our pages What are Groups and Group Roles explain the importance of group interactions. We also have a page on Meetings and some guidelines about How to Conduct a Meeting. It is often desirable to build strong relationships with others, which can in turn lead to better communication and understanding - see Building Rapport for help with understanding how to develop interpersonal relationships and what is empathy?



to find out how you can take these principles further and develop empathy for others.



## **Develop Communication Skill in yourself-**

Interpersonal communication skills are essential to developing other key life skills. Being able to communicate well with others is often essential to solving problems that inevitably occur both in our private and professional lives. Our section on Problem Solving provides information and advice to aid constructive and effective problem solving. Decision making is another area which can benefit from good communication skills as it often requires communicating complex information so that the most appropriate decision can be made. See our section: Decision Making for more information. Reflection and clarification are both common techniques used to ensure that what you have heard and understood is what was intended - you can find out more on our pages Reflecting and Clarification.





## Question Answer Session “Queries”-

There was a query session also during this workshop. Many students asked their queries and put their questions to Mr Gandhi as how can they do better to improve their communication skills since they are good in education and behavior with others, but had a hesitation also with their mind when they do start talk with any professional person they feel nervous. Then Gandhi replied that always keep in your mind that every hundred start with one so take more challenges and try to talk more. Come communication with your habit and listen everyone very carefully then one day you will also be a good speaker like me. But try to do your best always. Students seems satisfied after his direction.







## Feedback-

All students and participants were highly appreciated with this workshop and said thank to library for conduct such kind of informative workshop. Some of the students had mr gandhi's autograph also and asked their personal queries to resource person.



## Press Coverage of Communication Skill Workshop (HINDUSTAN, News Paper)



शनिवार को राजकीय इंटर कॉलेज में वर्कशॉप में दी गई व्यक्तित्व विकास की जानकारी।

### मेहनत करें और लक्ष्य निर्धारित करें: प्रो. गांधी

कानपुर | निज संवाददाता

सफलता का कोई शार्टकट नहीं होता है। सफलता सिर्फ मेहनत से ही मिलती है। इसलिए किसी भी शिखर तक पहुंचने के लिए कठिन मेहनत बहुत जरूरी है। शार्टकट के दम पर कभी आगे नहीं बढ़ सकते। यह बातें एमिटी लॉ के प्रोफेसर अब्दुल हाफिज गांधी ने राजकीय इंटर कॉलेज में आयोजित वर्कशाप के दौरान कही। उन्होंने कहा कि आधुनिक परिवेश में युवाओं के लिए संवाद कौशल एवं व्यक्तित्व विकास एक महत्वपूर्ण चुनौती बन गई है। जिसमें युवा अक्सर बड़े संस्थानों या प्रतियोगी परीक्षाओं में पिछड़ जाते हैं। भले ही उन्होंने लाख तैयारी की हो। इसलिए जरूरी है कि वह अपने एक लक्ष्य निर्धारित करें। उस पर खूब मेहनत करें। यह वर्कशाप डिजिटल एम्पावरमेंट फाउंडेशन एवं बिल एण्ड मेलिंडा गेट्स फाउंडेशन की ओर से यह वर्कशाप आयोजित हुई। इस मौके पर राजकीय बालिका इंटर कॉलेज की छात्राएं को संबोधित किया। कार्यक्रम में शारदा तिवारी नेकी, कोऑर्डिनेटर उत्कर्ष सिंह सहित आदि मौजूद रहे।

## RASHTRIYA SAHARA, News Paper

### आकर्षक व्यक्तित्व से मिलती है सफलता : गांधी

कानपुर (एसएनबी)। आकर्षक व्यक्तित्व किसी भी व्यक्ति की सफलता का बहुत बड़ा कारण बन सकता है। इसके बिना सफलता प्राप्त करने में काफी संघर्ष करना पड़ता है। यह बात एमिटी लॉ यूनिवर्सिटी लखनऊ के प्रोफेसर अब्दुल हाफिज गांधी ने कही। वह जिला पुस्तकालय में डिजिटल एम्पावरमेंट फाउंडेशन व बिल एण्ड मेलिंडा गेट्स फाउंडेशन द्वारा इण्डिया डेवलपमेंट अल्टरनेटिव फाउंडेशन के सहयोग से 'संवाद कौशल एवं व्यक्तित्व विकास' विषय पर आयोजित कार्यशाला में युवाओं का सम्बोधित कर रहे थे।

उन्होंने कहा कि आज युवा किताबी ज्ञान में बहुत आगे हैं, लेकिन किसी के सामने अपनी बात कहने में वह सफाई नहीं ला पाता, जिसकी उसको जरूरत है। उन्होंने कहा कि किसी भी साक्षात्कार और प्रतियोगी परीक्षाओं में सफलता प्राप्त करने के लिये व्यक्तित्व का विकास बहुत जरूरी है। उन्होंने कहा कि युवा संवाद में पारंगत होने के लिए तमाम तरीके अपनाये हुए हैं। सधी हुई बातचीत और आकर्षक व्यक्तित्व से युवा सफलता प्राप्त कर सकते हैं। पुस्तकालय अध्यक्ष शारदा तिवारी ने कहा कि आने वाले समय में प्रतिस्पर्धाएं और ज्यादा हो जायेंगी। इन हालात में युवाओं को अभी से तैयारी आरम्भ कर देनी चाहिए। लिखित परीक्षा के अलावा साक्षात्कार के लिए भी अपने व्यक्तित्व के विकास और बोलचाल की शैली में परिवर्तन करना चाहिए। प्रोग्राम मैनेजर उत्कर्ष सिंह राजावत ने कहा कि युवा लिखित परीक्षाओं में तो सफल हो जाते हैं, लेकिन साक्षात्कार के वक्त अपनी बोलचाल की शैली में परिवर्तन के बिना असफल घोषित कर दिये जाते हैं। युवाओं को असफल होने पर निराश नहीं होना चाहिए, बल्कि अपने अंदर की कमी को देखने का प्रयास करना चाहिये। असफलता का सबसे बड़ा कारण व्यक्तित्व का आवश्यकता के अनुरूप विकसित न हो पाना होता है। इस मौके पर प्रोग्राम कोऑर्डिनेटर पंकज शर्मा मुख्य रूप से उपस्थित थे।



कार्यशाला को सम्बोधित करते वक़्त अब्दुल हाफिज गांधी व कार्यशाला में भाग लेती छात्राएं।



