



Day 1	Topic	Objective	Exercise
	1.1 What is communication?	Understanding the purpose of communication.	<ul style="list-style-type: none"> <li>• <b>NONE</b></li> </ul>
	1.2 The importance of good introductions	Understanding that a good first impression depends on a good introduction.	<ul style="list-style-type: none"> <li>• <b>Exercise 1:</b> Memorising Names</li> <li>• <b>Exercise 2:</b> First Names or Surnames?</li> <li>• <b>Exercise 3:</b> Formal Introductions</li> <li>• <b>Exercise 4:</b> Introducing the Chief Guest at a Function</li> <li>• <b>Exercise 5:</b> The Grammar Game</li> </ul>
	1.3 Forms of Communication	Understanding verbal, non-verbal and written communication.	<ul style="list-style-type: none"> <li>• <b>Exercise 6:</b> The 'Walking the Talk' Game</li> </ul>
	1.4 Practicing English	Practicing using English.	<ul style="list-style-type: none"> <li>• <b>Exercise 7:</b> My Favourite Movie Scene</li> <li>• <b>Exercise 8:</b> Question and Answer</li> <li>• <b>Exercise 9:</b> Fill-in-the-blanks</li> <li>• <b>Exercise 10:</b> English-Vinglish</li> </ul>
	1.5 Workplace Etiquette	Understanding the basics of workplace etiquette.	<ul style="list-style-type: none"> <li>• <b>Exercise 11:</b> The importance of good workplace etiquette</li> </ul>
	1.6 The Art of the Interruption	Understanding and practicing how to properly interrupt someone or be interrupted.	<ul style="list-style-type: none"> <li>• <b>Exercise 12:</b> How to interrupt or be interrupted</li> </ul>

## Homework

for the next day

- Presentation on Climate Change.

Day 2	Topic	Objective	Exercise
	1.7 Recap of Day 1	A review of the previous day and homework.	<ul style="list-style-type: none"> <li>• <b>Presentations on Climate Change</b></li> </ul>
	1.8 Types of leaders	Understanding leadership qualities and the 3 types of leaders	<ul style="list-style-type: none"> <li>• <b>Exercise 13:</b> Leadership Values</li> <li>• <b>Exercise 14:</b> Role Play</li> </ul>
	1.9 Positive leadership styles	Participatory and Transformative Leadership	<ul style="list-style-type: none"> <li>• <b>Exercise 15:</b> The Logo Game</li> </ul>
	1.10 Negotiation and Cooperation	Understanding that negotiation and cooperation are critical leadership skills	<ul style="list-style-type: none"> <li>• <b>Exercise 16:</b> The Elephant/Dragon Game</li> <li>• <b>Exercise 17:</b> The Tower-Building Game</li> <li>• <b>Exercise 18:</b> The Negotiation Game</li> </ul>

# Homework

for the next 6 weeks

- Written essay on a leader
- Presentation on a leader
- 6 stories

# Evaluation

- Fill the Communication Module 1 course evaluation with participants on Google Drive.



		Topic	Objective	Exercise
<b>Day 1</b> Comprehension	<b>2.1 Recap of Module 1</b>	Consolidating the lessons learnt from Module 1 and understanding their relevance for all coming modules.	• <b>Exercise 1:</b> Recap of Module 1	
	<b>2.2 Listening</b>	Understanding the importance of effective listening as a communication skill.	• <b>Exercise 2:</b> Why Listen? • <b>Exercise 3:</b> Telling vs. Showing • <b>Exercise 4:</b> The List Game	
	<b>2.3 The Communication Process</b>	Understanding the process and elements that play a role in communication.		
	<b>2.4 Communication Barriers</b>	Understanding how obstacles can cause distortion of the message, which in turn causes confusion and misunderstanding.	• <b>Exercise 5:</b> Pass the Ball • <b>Exercise 6:</b> The Treasure Hunt • <b>Exercise 7:</b> Word of Mouth	
	<b>2.5 Interpretation</b>	Understanding how message sent can be understood differently by different receivers despite identical conditions.	• <b>Exercise 8:</b> Paper Folding	
	<b>2.6 Comprehension</b>	Understanding the interactive process of grasping the meaning, nature and importance of a message for effective communication.	• <b>Exercise 9:</b> Draw It! • <b>Exercise 10:</b> The Geometrical Drawing Game 2 • <b>Exercise 11:</b> The Telephone Game • <b>Exercise 12:</b> The Geometrical Drawing Game 3	
	<b>2.7 Enabling Comprehension</b>	Understanding how the sender can use several enablers of written and non-verbal nature to ensure comprehension by the receiver.		

## Homework

for the next day

- Trading Role-Play

# Day 2

## Workplace Communication

Topic	Objective	Exercise
<b>2.8 Recap of Day 1</b>	Consolidating the lessons learnt from Module 1 and understanding their relevance for all coming modules.	• <b>Exercise 7:</b> Trading Role-Play
<b>2.9 Professionalism</b>	Understanding the importance of acting professional in a workplace.	• <b>Exercise 8:</b> Discussion on Professionalism
<b>2.10 Decision Making</b>	Understanding how to make effective decisions to solve problems at work.	• <b>Exercise 9:</b> The Team Survival Game
<b>2.11 Conflict Resolution</b>	Learning and understanding the various strategies to resolve conflicts at work.	• <b>Exercise 10:</b> Pushy Pairs Game • <b>Exercise 11:</b> Push and Pull Game • <b>Exercise 12:</b> Difficult Business Game
<b>2.12 Meetings</b>	Understanding how to plan and conduct effective meetings.	• <b>Exercise 13:</b> The Meetings Game
<b>2.13 Business Communication</b>	Understanding how to deal with customers, outside partners and competitors.	• <b>Exercise 14:</b> The Business Communication Game

## Homework

for the next 6 weeks

- Group Writing Exercises
- 6 Stories

## Evaluation

- Fill the Communication Module 2 course evaluation with participants on Google Drive.
- Fill the Communication Self-Assessment with participants on Google Drive.



Day 1 Speaking	Topic	Objective	Exercise
	3.1 Recap of Module 2	Consolidating the lessons learnt from Module 1 and 2 and understanding their relevance for upcoming modules.	<b>Exercise 1:</b> Recap of Module 2.
	3.2 Speaking	Understanding the importance of effective speaking as a communication skill.	
	3.3 The Importance of Speaking	Understanding the importance of effective speaking as a communication skill.	<b>Exercise 2:</b> Why Speak? <b>Exercise 3:</b> 5 Point Speech.
	3.4 Speaking and Talking	Understanding the process, elements and differences of Speaking and Talking.	<b>Exercise 4:</b> Interviews.
	3.5 Advantages and Disadvantages of Speaking	Understanding the importance of speaking, as well as the advantages and disadvantages of using speech over other forms of communication.	<b>Exercise 5:</b> Spontaneous Speaking. <b>Exercise 6:</b> Hot Potato Game.
	3.5 Basics of Speaking	Understanding of basic of speaking skills and its type.	<b>Exercise 6:</b> Make a Commercial.
	3.6 Barriers to Oral Communication	Understanding what are the barriers and limitations of speaking skills.	<b>Exercise 7:</b> Creative Story Telling.

Day 2 Writing	Topic	Objective	Exercise
	3.7 Recap of Day 1	Consolidating the lessons learnt in Day 1 and understanding their relevance for upcoming modules.	<b>Exercise 9:</b> Recap of Day 1.
	3.8 Writing	Understanding what is writing as well as how and why it originated.	
	3.9 Advantages and Disadvantages of Written Communication	Understanding the benefits and downsides of using written communication over other forms of communication.	<b>Exercise 10:</b> Advantages of Written Communication.
	3.10 The Importance of Writing Skills	Understanding the importance of effective writing as a communication skill.	<b>Exercise 11:</b> Why Write? <b>Exercise 12:</b> Spot the Mistakes.
	3.11 The Writing Process	Understanding the various stages of the writing process.	<b>Exercise 13:</b> Stages of Writing. <b>Exercise 14:</b> Story Writing in Stages.
	3.12 Instructional Writing	Understanding the importance of providing written instructions with a logical and clear flow.	<b>Exercise 15:</b> Making Chai. <b>Exercise 16:</b> The Treasure Hunt.
3.13 Barriers to Written Communication	Understanding what are the barriers and limitations of written communication.	<b>Exercise 17:</b> Story Writing in Chain.	

## Homework for the next 6 weeks

- Homework 1:** Writing a Story
- Homework 2:** Writing Instructions
- Homework 3:** Summarizing 6 Stories and Articles

## Evaluation

- Fill the Communication Module 3 course evaluation with participants on Google Drive.



Day 1 Public Speaking	Topic	Objective	Exercise
	4.1 Recap	Reviewing the homework from Module 3. Consolidating the lessons learnt about Speaking from Module 3 and Professionalism from Module 2. Understanding the relevance of speaking and professionalism for upcoming modules.	<b>Exercise 1:</b> Recap.
	4.2 The Art of Public Speaking	Understanding what is public speaking and its personal, social and professional benefits.	<b>Exercise 2:</b> My Name. <b>Exercise 3:</b> My Views.
	4.3 Types of Speech	Understanding what are the different types of speeches, notably informative, persuasive, motivational and occasional.	<b>Exercise 4:</b> The Purpose of my Speech.
	4.4 Audience, Subject, Context and Environment	Understanding how to adjust your speech prior and during delivery according to audience, subject, context and environment.	<b>Exercise 5:</b> The Audience of my Speech.
	4.5 Drafting, Practicing and Delivering	Understanding how to properly prepare for a speech and optimize its delivery.	<b>Exercise 6:</b> Silent Speakers. <b>Exercise 7:</b> Feeling Charades.
	4.6 Challenges	Understanding what are the barriers to an effective speech and how to overcome them.	<b>Exercise 8:</b> Tricky Questions. <b>Exercise 9:</b> Debate.
	4.7 Homework	Consolidating lessons learnt and practicing public speaking.	<b>Homework:</b> Writing and Delivering an Occasional Speech

Day 2 Professional Writing	Topic	Objective	Exercise
	4.8 Recap	Presenting the homework from Day 1. Consolidating the lessons learnt about Writing from Module 3 and Professionalism from Module 2. Understanding the relevance of writing and professionalism for upcoming modules.	<b>Exercise 10:</b> Recap.
	4.9 Professional Writing	Understanding the difference between everyday writing and writing professionally for work purpose.	<b>Exercise 11:</b> What Is Wrong?
	4.10 Professional Writing Etiquette	Understanding universal formalities in written communication.	<b>Exercise 12:</b> Is It Right or Wrong?
	4.11 Types of Written Communication	Understanding the purpose of each type of written communications.	
	4.12 Writing Formal Letters	Understanding and practicing how to write a formal letter for work.	<b>Exercise 13:</b> Write a Letter.
	4.13 Writing Memos	Understanding and practicing how to write a memo.	<b>Exercise 14:</b> Write a Memo.
	4.14 Writing Minutes	Understanding and practicing how to write minutes.	<b>Exercise 15:</b> Write Minutes.
	4.15 Writing Emails	Understanding and practicing how to write an email for work.	<b>Exercise 16:</b> Write an Email.
	4.16 Writing Reports	Understanding and practicing how to write a report.	<b>Exercise 17:</b> Write a Report.
4.17 Writing Case Studies	Understanding and practicing how to write a case study.	<b>Exercise 18:</b> Write a Case Study. <b>Exercise 19:</b> What to Use When?	
4.18 Extra Exercise	Practicing speaking and writing more if time allows.	<b>Exercise 20:</b> Interviews.	

## Homework

for the next 6 weeks

- Homework 1:** Letter of Invitation
- Homework 2:** Case Study of a Beneficiary
- Homework 3:** 6 Articles

## Evaluation

- Fill the Communication Module 4 course evaluation with participants on Google Drive.



Day 1 Intercultural Communication	Topic	Objective	Exercise
	5.1 Recap of Module 4	Consolidating the lessons learnt in Module 4.	<b>Exercise 1:</b> Recap of Module 4.
	5.2 Intercultural Communication	Understanding what is intercultural communication and how important it is in this day and age.	<b>Exercise 2:</b> Barnaga. <b>Exercise 3:</b> Interacting with an Outsider.
	5.3 Misunderstandings and Misconceptions	Understanding how and why misunderstandings happen and avoiding misconceptions.	<b>Exercise 4:</b> That's Greek to Me. <b>Exercise 5:</b> Common Stereotypes. <b>Exercise 6:</b> My India.
	5.4 Tolerance, Open-Mindedness, Sensitivity and Empathy	Understanding the importance of developing a positive attitude toward cultural difference.	<b>Exercise 7:</b> Bafa Bafa.
	5.5 Intercultural Work Etiquette	Understanding how some professional rules are observed and expected across cultures.	
	5.6 Tips on Improving Intercultural Communication	Learning what you can do to improve your skills at interacting with people from other cultures.	
	5.7 Homework for the Next Day	Consolidating the lessons learnt about intercultural communication.	<b>Homework:</b> Meeting a Foreign Funder.

Day 2 English Language	Topic	Objective	Exercise
	5.8 Recap of Day 1	Consolidating the lessons learnt about intercultural communication and understanding the relevance of it for this today's session.	<b>Exercise 8:</b> Recap of Day 1.
	5.9 The English Language	Understanding the place and importance of English today.	<b>Exercise 9:</b> English and Me.
	5.10 The Importance of Learning English	Understanding why English is so important to learn in this day and age.	<b>Exercise 10:</b> Why Learn English?
	5.11 English in India	Learning about the role of English in Indian history and culture.	<b>Exercise 11:</b> Introduce Yourself.
	5.12 The Difficulty of Learning English	Understanding what makes English such a difficult language to learn and master.	<b>Exercise 12:</b> Your Pronunciation.
	5.13 English Grammar	Becoming familiar with the structure and rules of English.	<b>Exercise 13:</b> What Is What? <b>Exercise 14:</b> Spot the Mistakes.
5.14 Tips for Improving your English	Learning about different actions you can undertake every day to improve your English.	<b>Exercise 15:</b> Tongue Twisters.	

## Homework

for the next 6 weeks

- Homework 1:** Letter on a New Culture.
- Homework 2:** Presentation on an English Speaking Culture.
- Homework 3:** Six Articles.

## Evaluation

- Fill the Communication Module 5 course evaluation with participants on Google Drive.



Day 1 Large-Scale Recap	Topic	Objective	Exercise
	6.1 Reflection Session		<b>Exercise 1:</b>
	6.2 Module 1: Communication		
	6.3 Module 1: Leadership		
	6.4 Module 2: Comprehension		
	6.5 Module 2: Professionalism		
	6.6 Module 3 and 4: Speaking		
	6.7 Module 3 and 4: Writing		
	6.8 Module 5: Intercultural Communication		
	6.9 Module 5: English Language		
6.10 Questions and Comments Session			

Day 2 Large-Scale Exercise	Topic	Schedule	Exercise
	6.11 Recap of Day 1	9.30 to 9.45	
	6.12 Instructions	9.45 to 10.15	
	6.13 Exercise Part 1: Drafting	10.15 to 12.30	
	6.14 Exercise Part 2: Briefing	12.30 to 1.00	
	6.15 Exercise Part 3: Preparation	2.00 to 4.00	
	6.16 Exercise Part 3: Delivery	4.00 to 5.00	
	6.17 Debriefing Session	5.00 to 6.00	
	6.18 Certification and Vote of Thanks	6.00 to 6.30	

## Evaluation

- Fill the Communication Module 6 course evaluation with participants on Google Drive.