

Report

Group HR-Training Initiatives

Organizes

Session on “Formal Written Communication”

For Teaching Staff of all institutions under Vidya Prasarkh Mandal. On 30th September 2023.

Resource Person: Dr Amita Jain

This training session was designed for all educators who must compose and respond to official mails, enquiries, and complaints.

Vidya Prasarak Mandal
Mithagar Road, Mulund East, Mumbai 400081

Group HR Initiative Presents....
Formal Written Communication

Speaker :- Dr.Amita Jain

30th September 2023 **12pm**

Venue seminar Room (201)
2nd floor

Asst Prof. Pratibha Jithesh
HR- Co-ordinator

Mrs Nirupa Jorapur
MC Member & Professor

Objectives: To enable the participants to-

- Describe the key steps and structure involved in the preparation of any letter.
- Construct letters dealing with complaints and concerns with ease.
- Learn several new techniques which will take the stress out of preparing a letter
- Be able to write effective letters.

After the welcome address by Ms. Krutika Solanki, Mrs. Nirupa Jorapur Management Member VPM stressed the importance of continuous learning and the need for proper written communication by teachers to remain on top of their jobs. The session by Dr. Jain took the participants through a series of discussion on the types of communication the correct and the incorrect methods of letter writing, the basic features that business letters should contain, vocabulary that should be used in the contents of such letters etc. She also threw light on the language that must be avoided in formal communications and how letters should be precise, short, brief and to the point right from the subject line to the greeting and the signing off. Standard formats of format letters were

shared with the participants which made the session more meaningful.

The session ended with an activity where participants were asked to use the open AI and prepare letters on different subjects. The activity ended by the participants groups going through the different letters written and adding their suggestions on the formats.

Management member Shri Chiniwar Chairman VPM, Shri Mulgund Ex- Mgmt. member, Shri. Umrani appreciated the session and the need for flawless written communication in today's times. Hon. Secretary Adv Vijay Kulkarni encouraged all the participants and wished them luck in their journey towards improvement. Ms. Krutika Solanki proposed a vote of thanks, and the feedback form and certificates were shared. After the enrichment of the mind the participants enriched their energy with a sumptuous lunch and ended the session.

There were participants in the workshop and feedback was collected from all the participants:

Attendance:

https://drive.google.com/file/d/13tSUc9M3pLAaJNVrdsP554MH_H5vHh08/view?usp=drive_link,

https://drive.google.com/file/d/1DYmWAHjYNLYjUypHTZiyn7Q-zZT63vm1/view?usp=drive_link

Feedback:

https://docs.google.com/forms/d/1q4nrungcN8hHLN-QK2w4M_SHNKbi8jMVp7y0awfCrHs/edi



