

# Mehr Chand Mahajan DAV College for Women

Sector – 36 A, Chandigarh (U.T.)

## Report of Event held under the Aegis of RUSA

### Workshop on Office and Business Skill

**27 February, 2016:** The Department of Office Management and Secretarial Practice organized a workshop on Office and Business Communication Skills. It was conducted by **Ms. Enma Popli, Soft Skill Trainer and founder of SkillSmart Training**. She covered a wide spectrum of topics related to Business Communication Skills including non-Verbal Communication, Body Language, Personal Appearance, Posture, Gestures, Facial Expressions, Eye Contact, Interview Skills and Importance of a good CV and also Email Etiquette. 60 students of the department attended the workshop and made the most of the interactive session.



#### एम.सी.एम. में कार्यशाला



कार्यशाला दौरान मौजूद प्रतिभागी महिलाएं। (शाह)

चंडीगढ़, 12 मार्च (मनीष) : एम.सी.एम. डी.ए.सी. कॉलेज फॉर वूमैन सेक्टर-36 चंडीगढ़ के ऑफिस मैनेजमेंट एवं सेक्रेटेरियल प्रैक्टिस विभाग ने राष्ट्रीय उच्चतर शिक्षा अभियान की ओर से ऑफिस एंड बिजनेस कम्युनिकेशन स्किल (आधार संचार कोशल) पर एक

#### WORKSHOP ON OFFICE COMMUNICATION

The department of office management, MCM DAV College for Women, Sector 36, Chandigarh, organised a workshop on office and business communication skills. This highly enriching workshop was conducted by Emma Popli, founder, Skill Smart Training. Emma covered a wide spectrum of topics related to business communication,



कार्यशाला : मेम.सी.एम. डी.ए.सी. सेक्टर-36 चंडीगढ़ में आयोजित की गई।