



**Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
National Institute of Communication Finance  
ALT Complex, Ghaziabad**

**No.1-27/DG/2011-NICF**

**Date: 19.09.2011**

**To,**

**All Heads of CCA Circles  
All Heads of Circle Accounts Offices (Postal)**

**Sub.: “Workshop on Report writing and Presentation Skills”**

The above mentioned Workshop is scheduled to be conducted as per the particulars given below:

**Duration :** 3 day(s)

**Period :** 12.10.2011 to 14.10.2011

**Venue:** NICF, ALTTC Campus, Ghaziabad

**Course Description:**

**The In-Service Training will focus on two subjects (A) Report writing with the following contents- ( i) Reports & Types of Reports , (ii) Format & Structure of Reports, (iii) Skills of Effective Writing, (B) Presentation skills with the following contents-(i) Setting objectives, (ii) developing a basket of ideas, (iii) Structuring presentation logically, (iv) Using of a participative style, (v) including handling of questions and Design and Use of Visual Aids.**

**Learning Objectives:**

**At the end of the workshop, the participants will be able to:**

- (i) List the Types of Reports;
- (ii) Describe Format & Structure of Reports;
- (iii) Elucidate Process Of Collection Of Data & It's Analysis;
- (iv) Demonstrate Skills Of Effective Writing;
- (v) Identify factors that enhance presentation skills;
- (vi) Identify the effect of `nerves' while presenting;
- (vii) Describe the manner of managing stress;
- (viii) Explain the manner of generating ideas and developing a structure;
- (ix) Explain the process of formulating “Introduction” to a Presentation;
- (x) Elucidate the various presentation strategies;
- (xi) State techniques to increase effectiveness of vocal delivery;
- (xii) Explain the role of ‘Eye Contact’ in enhancing the effectiveness of presentation;
- (xiii) Formulating strategy for effective use of visual aids;
- (xiv) **Display persuasive skills and ability to respond to questions and providing clarifications;**
- (xv) Make presentations using and applying factors and visual aids identified above.

**Target Population :**

**Last Date for Receipt of Nominations.. : 30.09.2011**

**Course Director.. . . . . Shri Kashi Nath Jha**

**Contact Phone Numbers.....:0120-2709999(O), 09412220181(M)**

**Course Coordinator..... : Shri Devendra Kumar**

**Asstt. Course Coordinator.....: Shri Balmiki Jena**

**Contact Phone Numbers.. . . . . : 0120-2728349(O), 0120-2708888(F)**

09412716999(M)

**Contact email id..... [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)**

**1. Head of CCA Circles and Circle Accounts Offices (Postal) may kindly nominate suitable officer.**

2. The contact telephone numbers of the officer nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute cancellation and change of schedule of course.
3. The officer nominated against this circular may be allowed to book their journey.
4. Officer may be requested to bring their copy relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance if they are keen on staying in hostel. Family is not allowed in hostels. Upon their arrival to ALTTC, the officer is requested to contact the Reception of J.C. Bose Hostel.

**The nomination may be confirmed from course coordinator on phone no. 0120-2728350, 0120-2701218 and 09412716999 before relieving.**

**Note:** - Mess & other charges would be billed by the ALTTC, BSNL from the trainee participants. ALTTC does dynamic allocation of room only after the trainee physically reports at the centre. In this situation there would always be a possibility that the NICF trainee may not get a room in ALTTC hostels as per his/ her entitlement. In case of the non availability of suitable rooms as per the entitlements of the trainees in ALTTC, the trainees may avail the option to stay in the nearby hostels in the vicinity of Ghaziabad as per their entitlements. The trainees may therefore be advised accordingly and the TA advance may be granted taking into account the possibility of Hotel stay. This would ensure that the trainee is not put to inconvenience due to last minute non availability of the hostels.

**(Kashi Nath Jha)  
Director**

**Copy for information to:**

- Sr. PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- FA, Posts, DoP HQ, Dak Bhawan, New Delhi.
- DDG (FEB), DoT HQ

- DDG (PAF), DoP HQ
- All concerned