

Sh. Anil & Srivastava, PRO/Inf
may be nominated from Gen. by

PCPO
KND
22/2/2022



No. 2022/IRITM/Trg./Online/C&SS/01

Dt : 04-02-2022

General Managers of all Zonal Railways, **DG/RDSO, DG/RHS/RB & DG/RPF/RB**
General Managers/CAOs of all Railway PUs
PCOMs, PCCMs, PFA, PCEs, PCMEs, PCEEs, PCSTEs, PCMDs, PCMMs, PCPOs, PCSCs/RPF & CPROs of all zonal Railways

Sub: Nomination of officers from all departments for **online** training program on
"Communication & Soft Skills" (March 7 to 11, 2022)

Indian Railways Institute of Transport Management (IRITM), Lucknow is organizing a five-day **online** training Program on **"Communication & Soft Skills"** from **March 7 to 11, 2022**. Program details are as follows :

Program Overview :

Almost everyone has difficulties with communication at some point or another. Conveying your needs, thoughts, and feelings in a professional environment can be especially challenging. The experience may leave you feeling nervous or even intimidated, especially when power dynamics are in play. Mastering the fundamental skills can make a big difference in how your career evolves.

Program Coverage :

The program will cover almost all important aspects of Communication such as **Social Styles in Official Interaction, Written and Presentation Skills, Dynamics of Communication, Verbal Communication, Non-Verbal Communication, Social & Behavioural Etiquettes, Time Management, Out of the Box Thinking, Decisiveness and Problem Solving, etc.**

Nominations :

5 to 6 officers from all departments and all grades upto SAG, i.e. JS/SS/JAG/SG/SAG can be nominated from each zonal railway. Names along with other details of nominated officers may be communicated to in the nomination form enclosed as Annexure, through fax at 0522-2451964/2451934 or email at ipr:iritm@gmail.com or at whatsapp number 9794862012.

Online Training Platform :

Nominated officers will be required to download and install Cisco Webex in their laptop/PC/Mobile for online sessions and should preferably attend the sessions from their homes or if the net connectivity is poor/not available, then from their offices. It is mandatory for each participant to be spared to attend online classes. They need to be relieved from their regular work for the duration of the course without any obligation to attend office/field duty task of any nature. **They shall not travel to IRITM, Lucknow for this programme.**

The programme details are also available on the IRITM website www.iritm.indianrailways.gov.in.

(Praveen Pandey)

Dean & Programme Director

GENERAL MANAGER OFFICE

Campus: Hardoi By-Pass Road, P.O. Manak Nagar, LUCKNOW-226011
 Tele: DoT - 0522-2451942 FAX : 0522-2451964/2451934

MODERN COACH FACTORY RAEBARELI

RECEIPT No. 463

DATE 24/02/2022