



**A Two-day Workshop on  
"Effective Public Communication"  
Organised by  
Academic Staff College, KLEF  
From 06-11-2020 to 07-11-2020**

on initiation from IQAC and in association with Offices of Dean (F&SA) and Dean (Students Affairs), Academic Staff College has organized a two-day workshop on **"Effective Public Communication"** on **6<sup>th</sup> and 7<sup>th</sup> November 2020** for all the Non-teaching Staff of KLEF.

The Office Assistants in all the colleges/departments/centres and sections, the Hostel Wardens, the staff in the Registrar's Office, O/o Dean (R&D), O/o Dean (Academics), O/o Dean (F&SA) including the HR executives, O/o Dean (Students Affairs) and also staff in the Central Library of KLEF are informed to attend the proposed workshop.

**Resource Persons: 1. Mr. D. Surendra, Asst. Professor, Dept. of English.  
2. Dr. B. Siva Nagaiah, Assoc. Professor & Vice-Principal, ASC.**

**Timings: from 10:00 A.M. to 01.00 P.M.**

**Venue: ASC-ERLT Lab, L 414 in L Block (Adjacent to Exams Cell)**

**Programme outcomes:**

By attending the workshop, the participants will be able to know the following concepts.

1. Significance of public communication.
2. Various means and ways for enriching public communication skills.
3. Maintaining workplace integrity.
4. Establishing an institutional culture and attaining the public appreciation
5. Effective public communication skills for one's professional success.

A total of 25 members have participated in the training.

Dr A Srinath

Principal – Academic Staff College