Workplace Communication

Course Overview

The modern workplace is a highly professionalized space that is characterized by greater diversity, and that requires enhanced skills related to team work, professional communication, and adherence to certain ethical standards. All of these go beyond standard definitions, and require the acquisition of specific skills that are not taught in colleges. The Workplace Communication Skills course is designed to address key competencies that are essential to survive and perform well in today's corporate world. Young students seeking jobs in today's world need an awareness of the cultural diversity of the workplace, the global work cultures, issues related to gender equity, and a basic sense of ethics and integrity. These are over and beyond other essential skills that include presentation skills, effective and appropriate use of email and social media, active participation in meetings and contribution to teams, team work, communication with peers, managers, customers, and clients, and over professional conduct. The Workplace Communication course is designed to address all of these topics, so that candidates can develop a higher level of self-awareness, and appropriate skills to adapt and perform effectively in the contemporary workplace.

Course content

The topics covered in this course:

- Professional conduct and communication in the modern workplace
- Non-verbal communication and human gestures
- Gender and diversity skills; global and cultural competence
- Workplace ethics

Teaching Faculty

Prof (Retired) Deepak B. Phatak, Dept. of CSE, IIT Bombay

Prof. D Parthasarathy, Dept. of Humanities and Social Sciences, IIT Bombay

Prof. Rajesh Zele, Department of Electrical Engineering, IIT Bombay

Prof. Virendra Sethi, Centre for Environmental Science and Engineering (CESE), IIT Bombay

Duration and Venue

Registration Opens	July 1, 2020
Registration Ends	October 16, 2020
Course Starts	July 15, 2020
Course Ends	November 15, 2020
Course Duration	4 weeks

This course will be conducted in a self-paced mode, i.e. all the lecture videos, slides, reading materials, activities, and graded assignments will be released when the course starts. This gives you the flexibility of progressing and completing the graded assignments at your own pace. However, one would need to complete them before the course ends.

Course Fee and Certification

The registration fee for the course is **Rs. 375/-**. However, register before **16 August 2020** for **Rs. 325/-** only to avail an early bird registration discount. Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

Important payment instructions:

In case of a course fee transaction failure, the participant will get an auto generated mail with instructions for further process. Please go through the mail carefully. If the amount is already debited to your account, please do not make another payment. In case of a double payment (or more than once), please send a mail to dbpaccounts@cse.iitb.ac.in requesting for a refund. The participant will also have to check the following link for his/her vendor creation in order to get a refund. IIT Bombay will not be able to process the refund (for any reason) if the vendor creation, as per IIT Bombay's requirement, is not completed by the participant. **Link**:- https://portal.iitb.ac.in/vrp/index.jsp

Honor Code Certificates will be issued on successful completion of the course based on the grading policy mentioned in the course. Please note that all certificates will be issued online in the month of November 2020. No hard copies will be given.

How to Apply

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for the course will start on **1 July 2020**. It will remain open till **16 October 2020**.

Registration process for the Program:

- ○ Sign up using your valid email id on the website: https://www.it.iitb.ac.in/lakshya/signup.html

- ○ After verification, your account will be created

- ○ Login on the website with the verified account

- ○ Go to Announcements, select the program and register

- ○ After successful registration, you will receive an automated email. Your name will be listed in the "**List of Participants page"**

- ○ Thereafter register on IITBombayX site (https://courses.iitbombayx.in/register) using the same email id to access the course content

Note

The course content is released under Open Source License. All participants must agree that the content contributed by them in any form, (assignments, questions, etc.) would be released under Open Source Licence, by accepting the terms mentioned under 'No Objection Certificate'. All contributors will be acknowledged.