Manufacturing Technology Training
An IMTMA initiative

How to Effectively Communicate
Date : 25 June, 2026
Venue : IMTMA Technology Centre, Gurugram

INTRODUCTION

The purpose of this course is to “How to effectively communicate”. This course will definitely help participants to boost confidence by imparting desired knowledge, skill and attitude

This course along with Presentation Skills will make participants competent to solve even the complex problems. Presentation Skills is separately offered.

Developing effective communication skills among the professionals not only help an individual but also helps in the organizational growth. Keeping this in view, Indian Machine Tool Manufacturers' Association (IMTMA) is organizing a 1 day interactive programme on Communication Skills

The programme will focus on various elements of “Communication Skills”. The Trainer shares his rich global experience in the domain and will be more interactive so that the delegates can get back with clarity on action plan which they can implement from the next day.

Individual and Group exercises and discussions carried out during the programme, will enable the delegates to relate and discuss the current challenges they are facing.

FOCUS AREAS

- What is Communication
- Verbal and Non-verbal
- Importance of Sender, Receiver, Media, Environment & Feedback
- Email communication
- Telephone Communication
- Selection of Media for different communication
- Listening- Important part of communication
- Effective Listening & Listening style
- Empathy
- Do and Don’t for Communication
- Role Play, Exercise
- Q &A

KEY TAKE AWAYS

- How to be effective listener & effective communicator
- How to select appropriate media to communicate
- Do and Don’t of Communication
- Confidence and Moral Boosting

PARTICIPATION FEE

Rs. 2999/-	Rs. 1500/-	Rs. 999/-	USD 120/-
+18% GST	+18% GST	+18% GST	
IMTMA Members/ Micro Companies/ Individuals/ Educational Institutions / Students/ IMTMA Non Members/ Others	**Professors**	**Student**	**Overseas Participants**

Group Concession : 10% for 3 to 5 and 20% for 6 and more delegates being nominated from the same company

PARTICIPANT PROFILE

Individuals from the area of manufacturing, operations, quality, supplier quality, field quality and engineering.

Relevant companies:

- Auto OEMs (SIAM)
- Auto ancillaries (ACMA)
- Die casting units (ALUCAST)
- Pump manufacturers (IPMA)
- Aerospace manufacturers (SIATI)
- Defence & Railway Establishment (PSUs / OFBs)
- General Engineering (IEEMA / AIEMA)
- Other Capital goods manufacturing industries (ICEMA / AMMA-India / PPMAI)

FACULTY

This programme will be conducted by, IMTMA Subject Matter Expert.

He is the Founder & Promoter of Simply Dhruv which is into corporate training and consultancy field. He is a mechanical engineer and carries about 34+ years of rich experience. He has been awarded as one of the "Most Talented Training & Development Leaders" by "World HRD Congress and CHRO Asia in year 2017.

He is an acclaimed professional corporate trainer, consultant, advisor, motivator, creative thinker and life coach. Before coming into this field he has worked for Eicher Tractors for 10 long years & for Motherson Sumi System Limited for around 3 years. For some time, he was also on the panel of CII Confederation of Indian Industries (CII).

He has trained, advised and counselled 5000+ professionals, students and people in general. His extensive experience in handling and grooming diversified audiences such as children, students, families, workers, workers union, junior, middle, senior and executive / leadership level professional lends a very practical orientation to his session. He believes in a practical approach with focus on fundamental building.

He is a versatile trainer who has conducted soft skill programs such as Leadership, IPR, Team Building, Train the Trainer, Creativity, Campus to Corporate etc and also the technical programs such as ISO 9001, lean manufacturing, Kaizen, 5-S, Quality Circle, War on waste, Value Engineering, SPC, MSA, FMEA, Systematic Problem Solving, DOE (Shanin Techniques), TRIZ etc. He is the author of the book, ‘Structured Problem Solving.

He has facilitated culture building, change management, resolution management-workmen conflicts, productivity, quality & service improvements, quality system developments, waste reduction and employee moral boosting in different organizations.

For Registration Contact

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REGISTRATION : Prior registration for participation is necessary. Number of participants is limited and will be accepted on ‘First Come First Serve’ basis. A Certificate of participation will be issued to participants.
Important Information : Participation fee includes, course material, working lunch and tea / coffee. Interested companies are requested to register online by clicking on 'REGISTER' button and by filling up the nomination authority and participant's details in specified form.