

Last date for registration 12 November 2026

INTRODUCTION

In modern industrial and corporate ecosystems, technical brilliance is frequently bottlenecked by poor communication. Whether bridging gaps between cross-functional engineering teams, presenting project updates to leadership, or formulating precise shop-floor instructions, clear dialogue is non-negotiable. Miscommunications result in costly operational delays, rework, and misaligned strategic priorities. Understanding the multi-dimensional mechanics of human exchange is paramount for engineering and management professionals.

To address this, the Indian Machine Tool Manufacturers' Association (IMTMA) organizes an intensive 2-day offline training programme on **"Mastering Executive Communication Skills"**, spearheaded by acclaimed soft skills expert trainer Latha Nahar. This masterclass provides participants with concrete frameworks to master verbal dynamics, non-verbal presence, and technical writing protocols.

FOCUS AREAS

- **Foundations of Workplace Communication:** The communication loop, barriers to transmission, and feedback channels in industrial settings.
- **Verbal Articulation & Vocal Dynamics:** Tone, pitch, pacing, clarity, and persuasive speaking techniques for technical presentations.
- **Active Listening & Empathic Engagement:** Listening to understand rather than reply; extracting underlying data from stakeholder dialogue.
- **Non-Verbal Communication & Kinesics:** Body language, posture, eye contact, and spatial awareness (proxemics) during client and team interactions.
- **Effective Technical Writing:** Structuring concise engineering emails, root-cause investigation reports, SOPs, and executive briefs.
- **Cross-Functional & Stakeholder Diplomacy:** Aligning communication styles across R&D, quality assurance, shop-floor operators, and senior leadership.
- **Conflict Resolution & Difficult Conversations:** De-escalating workplace friction with tact, composure, and assertiveness.

KEY TAKE AWAYS

- Master verbal clarity and project executive presence during high-stakes presentations.
- Decode non-verbal signals and body language for improved negotiations.
- Draft flawless, professional technical reports, emails, and documentation.
- Minimize shop-floor errors caused by ambiguous verbal or written instructions.
- Navigate difficult conversations and cross-functional disagreements smoothly.

PARTICIPATION FEE

Rs. 4999/-
+18% GST
IMTMA Members/ Micro Companies/ Individuals/ IMTMA Non Members/ Others

Rs. 2500/-
+18% GST
Professors

Rs. 999/-
+18% GST
Student

USD 200/-
Overseas Participants

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

PARTICIPANT PROFILE

This mid-level development programme is designed for Engineers, Team Leads, Supervisors, and Managers involved in Product Design, Process Planning, Quality Assurance, and Production.

Applicable Sectors: Machine Tools, Auto & Auto-Ancillaries, Tool Rooms, Consumer Durables, Aerospace, Defence, Railway establishments, and Capital Goods manufacturing.

Note: Participants are encouraged to bring real communication challenges and reports from their workplace for live critique and improvement.

FACULTY

This program will be conducted by **Ms. Latha Nahar..**

Ms. Latha Nahar, with over two decades of transformative corporate experience, Latha Nahar is a premier skills development trainer and behavioral coach dedicated to driving organizational excellence. She bridges the gap between technical capability and workplace confidence, equipping modern workforces with vital executive presence.

Her training stands out through an immersive, activity-based experiential learning methodology that maximizes engagement and delivers measurable return on investment. By replacing passive theory with dynamic collaboration, she inspires authentic behavioral shifts that help individuals step out of their comfort zones.

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.