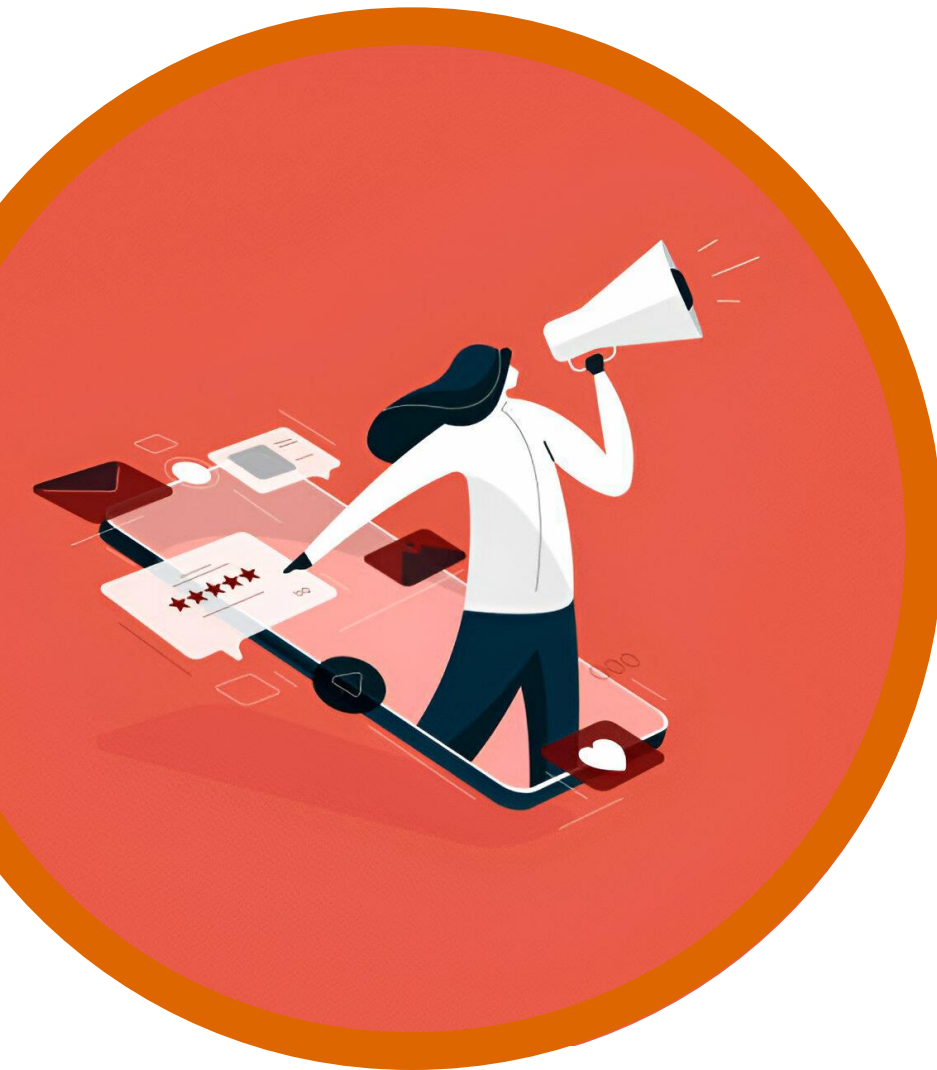




Centre for Organization Development
Consulting • Training • Research

presents

Training Program on Business Communication (Includes all Modes) and Email Writing



COD campus
Hyderabad



Nov
17-21, 2025

Program Director
Prof. Vineet Bhatt

In today's AI-driven, fast-changing world, strong communication is essential for career success. Whether it's leading meetings, writing emails, or giving presentations, how you communicate determines your impact.

This program builds your business communication skills—helping you express ideas clearly, connect with others, and drive results.

Objectives

- Understand the crucial role of verbal and nonverbal communication in employability and career progression
- Learn the best practices for crafting clear, concise and persuasive writing.
- Know the techniques for delivering impactful presentations and handling tough conversations.
- Practice active listening, provide constructive feedback, and communicate across cultures.

Content

- ☐ Communication as the pathway to leadership success
- ☐ Professional writing
- ☐ Listening and body language
- ☐ Giving feedback
- ☐ Improving interpersonal communication
- ☐ Handling difficult conversations
- ☐ Public speaking techniques and presentation skills
- ☐ Managing communication cultural differences
- ☐ Navigating the challenges of virtual interactions
- ☐ Writing high impact emails
- ☐ The email dos and don'ts

Who can Participate?

The program is meant for middle and junior level executives of Public Sector, Private Sector and Government Organizations.

Methodology

The program is designed to facilitate experiential learning through interactive sessions, which are organized around case studies, group activities, discussions, psychological instruments, exercises, films etc.

Duration

The Program starts at 9.30 AM on 17th November, and concludes on 21st November 2025 at 5.15 PM. The participants are expected to arrive in Hyderabad a day before commencement and may leave after the conclusion of the program or in the morning of the following day.

Venue

The program will be held at the Centre for Organization Development, Madhapur, Hyderabad.

It is fully residential and the participants will be accommodated in single air-conditioned rooms at its campus.

Program Fee

The program fee is Rs.40,000/- + GST. The fee includes tuition, board and lodging, courseware and other facilities of the Centre like internet usage, well equipped gym etc. Local participants, not availing hostel accommodation, will be given a discount of Rs. 1,000/- per day for the duration of the program.

Last Date for Nominations

Friday, November 7, 2025

Certificate of Participation

The Centre issues a Certificate of Participation on conclusion of the Program.

COD Alumni Association

Participants of the Program will become members of COD Alumni Association.





Vineet R Bhatt

Vineet is a published author, professional writer, copy editor, speaker, mentor, and a trained facilitator. He coaches individuals and conducts workshops for corporates and educational institutes on professional competencies such as leadership skills, executive communication, presentation skills, business writing, storytelling, etc.

He is a member of the Harvard Business Review Advisory Council and is a visiting faculty at the Indian School of Business (ISB). He has also been on the panel of Tata Management Development Centre, Tata Steel, as a training consultant.

Vineet is an engineer and a PGDBM from premium institutes and has close to thirty years of rich industry experience, including long rewarding stints in manufacturing (Tata Steel), IT (Tech Mahindra), and education (ISB) in leadership roles.

He is certified in creative writing, and editing and proofreading from Writers Bureau, London and is certified by HBR (Harvard Business Review) in a suite of over 40 courses.

About COD

Established in 1980, with the sole objective of disseminating knowledge in organization development and change management. The Centre for Organization Development (COD), is a not-for-profit management consulting, training and research organization, set up with the active involvement of public and private sector participation. COD over a period of four decades consulted over 500 Business Organizations.

COD does Consulting, Training and Research across the following four verticals of practice:

Service Offerings:

- Enterprise Growth & Scalability
- Leadership Development
- Change Management & Transformation
- Strategic Human Capital Management

CONTACT

Mr. Murthy Vadapalli

+91 934 700 3017 |

798 910 6094

 programs@codhyd.com

 codhpo@codhyd.com

**Training Program on
Business Communication
(Includes all Modes) and Email Writing
(November 17-21, 2025)**

Nomination Details

Name of the Organization: _____

Name of the Sponsoring Authority: _____

Address: _____

Mobile: _____ Email: _____

Nominee's Details:

S. No.	Name of the Participant	Age	Designation	Mobile & Email ID

REGISTRATION FEE PER NOMINATION

Rs.40,000/- plus GST for non-residential participant ☐

Rs.35,000/- plus GST for residential participant ☐

Group participation (3 or more) and member organizations of COD will get 10% off on the course fee.

The payment of fee may be made either by electronic transfer or crossed cheque/DD in favour of 'Centre for Organization Development' payable at Hyderabad.

Signature: