



Centre for Organization Development
Consulting • Training • Research

presents

Program on **Unlocking the Code for Effective Workplace** **Communication**



COD campus
Hyderabad



Aug
4-6, 2025

Program Director
Dr. Anita Balaraju

Focus

In our life, everything happens through communication. For businesses to function as desired, managers must be able to interact clearly and effectively with their employees through verbal communication and non-verbal communication. A manager's effective and open communication with his team members and customers lets him get the work done quickly and professionally. It helps eliminate misunderstandings and can encourage a healthy and peaceful work environment. Such effectiveness does not come by itself. It is an ability that must be acquired. Thus, unlocking the code for effective communication is the key for workplace effectiveness.

Objective

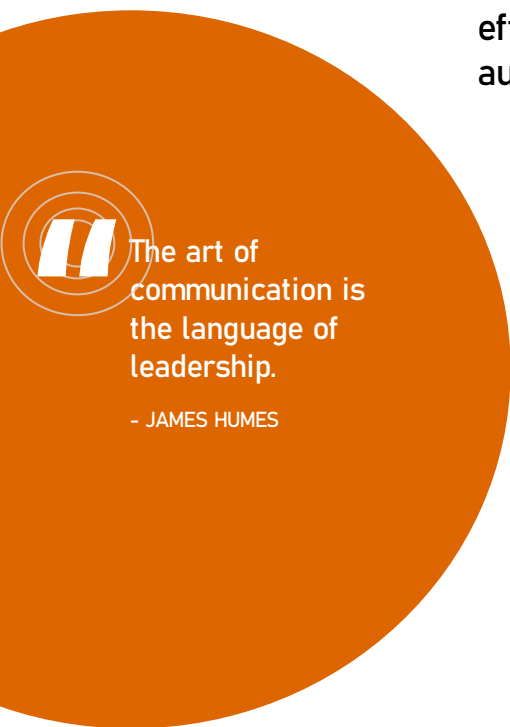
To enable the participants for enhancing the effectiveness of their communication and thereby augmenting the workplace communication flow.

Content

- ❑ Understanding communication basics.
- ❑ Becoming aware of one's Communication Style
- ❑ Identifying the barriers to effective communication
- ❑ Developing Workplace Communication Skills Set:
 - Managing harmony between Verbal and Non-Verbal
 - Use communication for Influence
 - Learn listening for understanding
 - Offering and receiving feedback
 - Essentials of Business Presentations

Who can Participate?

This program is designed for middle level executives of any organization including public sector, private sector and government organizations who have moved into managerial roles.



Methodology

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

Duration

The Program starts at 9.30 AM on 4th August, and concludes on 6th August 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.24,000/- + 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, July 24, 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.



PROGRAM DIRECTOR



Dr Anita Balaraju

Dr. Anita Balaraju has over 12 years of experience in Learning & Development across multiple sectors like ITES (information technology enabled services), infrastructure, hospitality and education.

Anita has a doctorate in Linguistics from University of Hyderabad. She worked as a Language Assistant for the project on Development of Lexical Resources in Indian Languages in the Central Institute of Indian Languages, Mysore for a year while pursuing her doctorate. She has presented many papers in national conferences.

One of her papers entitled Three Levels of Lexical Codification has been published in the international journal Yearbook of South Asian Language and Linguistics. She has undertaken research in COD and the subject of her research is Critical Thinking, an important element in all professional fields and academic disciplines. It is a fairly new field of research. She also conducts experiential learning activities at this Centre which focus on communication skills, team dynamics and highlight different leadership styles.

She is Six Sigma Green Belt (Quality) and DiSC certified.

She has held various positions in the corporate world with organizations like GE Capital International Services, Totem Infrastructure Limited and Bridge Solutions.

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

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Program on
Unlocking the Code of Effective Workplace
Communication
(August 4-6, 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.24,000/- plus 18% GST for residential participant ☐

Rs.21,000/- plus 18% GST for non-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: