

Report on Training of Language Skills for Non-Teaching Staff

Date: October 24, 2022

Venue: Sushant University

Trainer: Dr. Shaily Bhashanjalyi

As part of Sushant University's continuous professional development initiative, a **Language Skills Training Program** was organized for all non-teaching staff on **October 24, 2022**. The session was conducted by **Dr. Shaily Bhashanjalyi**, a distinguished language expert and faculty member.

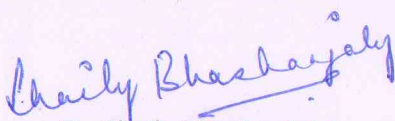
The training aimed to enhance the verbal and written communication abilities of the administrative and support staff, enabling them to interact more effectively within the university ecosystem and with external stakeholders.

Key highlights of the session included:

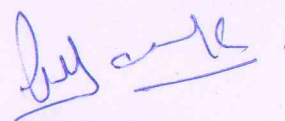
- Basic grammar and sentence construction
- Effective email and office communication
- Telephone and front-desk etiquette
- Polite and professional language use in daily operations

The session was interactive and engaging, with real-life examples and practical exercises. Feedback from participants indicated a high level of satisfaction, with many appreciating the relevance and applicability of the content in their day-to-day roles.

The university acknowledges and appreciates **Dr. Shaily Bhashanjalyi**'s contribution to this meaningful initiative and looks forward to organizing more such training programs in the future.



Dr. Shaily Bhashanjalyi
Associate Professor
Soft Skill department
Sushant University



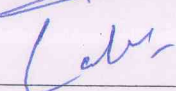

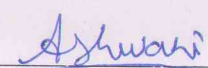
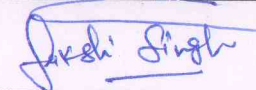
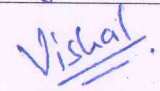
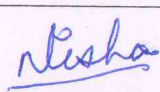
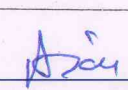
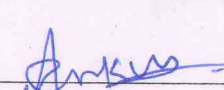
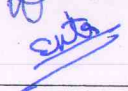
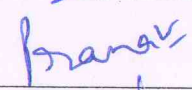

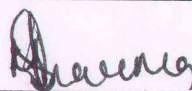


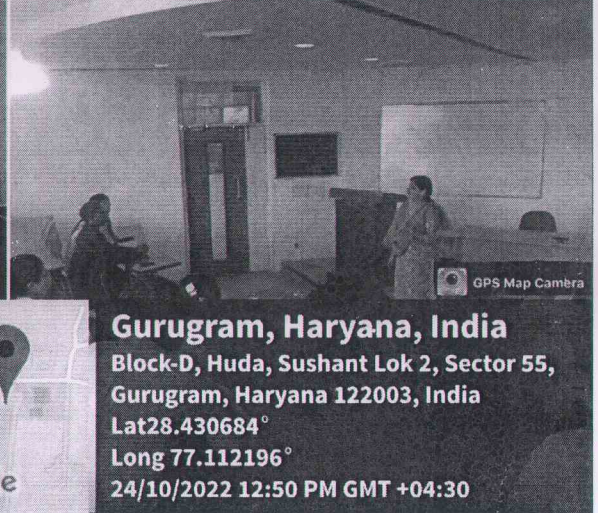
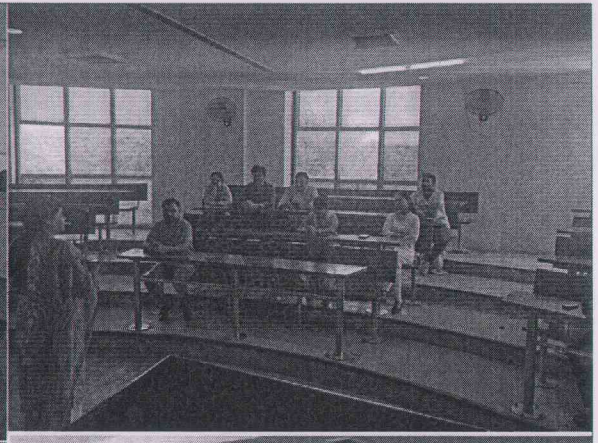
Mr. Gaurav Kumar
Manager-HR
Sushant University

TOPIC - Language Skills

DATE: - 24/10/2022

TRAINER: - Dr. Shaily Bhashanjalyi

Sr. No.	Name	Signature
1	Nishant Chauhan	
2	Shiva Sharma	
3	Lalit Kumar	
4	Sumit Gautam	
5	Ashwari Upadhyay	
6	Sakshi Singh	
7	Vishal Mehra	
8	Nisha Kumari	
9	ASAY KUMAR	
10	Ankur Kumar	
11	Ektu Nanchahal	
12	Pooja Dheeran	
13	Jagdish Parashar Mishra	
14	Mouica Sharma	



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24/10/2022 12:50 PM GMT +04:30