



Yashogāthā

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A saga of success

A Newsletter of RUDSET Institute

Rural Development and Self - Employment Training Institute

Sponsors : Sri Dharmasthala Manjunatheshwara Educational Trust and Canara Bank

SUCCESS STORIES



Name: Mr Neeraj Kumar

Address: Mehamdowal, Hoshiarpur Tehsil & District, Punjab State

Educational Qualification: 12th Standard

Training Course: Men's Parlour and Salon Udyami

Period of Training: 04.07.2024 to 03.08.2024

Background: Hails from middle class family. He decided to take up self-employment activity to shoulder the responsibility of the family. Came to know about **RUDSETI, Jalandhar** through an ex-trainee and applied for Men's Parlour and Salon Udyami training. Apart from the technical inputs, inputs on competencies, marketing, personality development and launching formalities boosted his self-confidence. Today, he is running "Fresh Hair Cut Salon" profitably.

Investment: Rs 3,00,000/-

Bank Loan: Rs 50,000/- (Punjab National Bank)

Income per month: Rs 25,000/-

Name: Mr Avinash Shanker P

Address: Kalliassery, Taliparamba, Kannur District, Kerala State

Educational Qualification: 12th Standard

Training Course: General EDP

Period of Training: 24.09.2022 to 29.09.2022

Background: Born in a middle-class family. After completion of his graduation, he began his career as a salesman. Few years later he realized that this is not sufficient to meet the growing needs. In the meantime, he came to know about **RUDSETI, Kannur** through News



Paper and applied for General EDP training. His enthusiasm increases with inputs on Entrepreneurial competencies, Business opportunity identification, Banking taught during the training, he found a business opportunity in bakery industry. Avinash is running his business with confidence looking forward to a successful future.

Total investment: Rs 3,50,000/-

Income per month: Rs 30,000/-

Name: Mr Bharathesh H P

Address: J J Halli, Hiriyyur Tehsil, Chitradurga District, Karnataka State

Educational Qualification: 12th Standard

Training Course: Electric Motor Rewinding & Repair Services

Period of Training: 18.07.2022 to 16.08.2022

Background: Born in a middle class family. His father was an agriculture labour. He decided to take up self-employment activity in motor rewinding as he noticed demand for repair



of starters. Came to know about **RUDSETI, Chitradurga** through a friend and applied for Electric Motor Rewinding & Repair Services training. The practical training helped him to learn the intricacies of motor rewinding, ways and means of establishing and sustaining own business. Now, he is doing repair and services of motor rewinding (Borewell pump) successfully and living a decent life.

Total investment: Rs 6,00,000/-

Income per month: Rs 50,000/-



Name: Mrs Jeyameena

Address: Kalvepatti, T Vadipatti Tehsil, Madurai District, Tamil Nadu State

Educational Qualification: 12th Standard

Training Course: Homemade Agarbatti Maker

Period of Training: 13.06.2022 to 23.06.2022

Background: Jeyameena was a house wife. She was very active in SHG activities and she has the motive to take up self-employment activity. Through State Rural Livelihood Mission (SRLM) she came to know about **RUDSETI, Madurai** and took training of Homemade Agarbatti Maker. The sessions on Agarbatti making, entrepreneurial competencies, behavioral games, marketing and branding infused her to start her own unit. After training she got financial assistance from bank and running Agarbatti making unit successfully.

Total investment: Rs 2,50,000/-

Bank Loan: Rs 50,000/- (Indian Bank)

Income per month: Rs 26,000/-

Name: Mr Janardhan

Address: Konakondla, Ananthapuramu District, Andhra Pradesh State

Educational Qualification: 12th Standard

Training Course: Two Wheeler Mechanic

Period of Training: 05.05.2017 to 03.06.2017

Background: Hails from a middle-class family. After education, he tried for government jobs, but could not get it inspite of best effort. He wanted to take up self-employment activity to support the family. Came to know about **RUDSETI, Ananthapuramu** through social media and



applied for Two-Wheeler Mechanic training. Theoretical and practical knowledge on two wheelers, sessions on marketing, communication skills and skills of entrepreneurship boosted his self-confidence and enabled him to run “Sri Bhimalingeswara Bike Garage” profitably.

Total investment: Rs 3,00,000/-

Income per month: Rs 26,000/-

Name: Mrs Sandhyarani Pradhan

Address: Budheswari Colony, Bhubaneswar, Khordha District, Odisha State

Educational Qualification: 12th Standard

Training Course: Women’s Tailor

Period of Training: 04.10.2018 to 05.11.2018

Background: Born in a middle class family. After her marriage she was leading her life as a house wife. In her free time, she was working in a tailoring shop. She was aspiring to take up self-employment activity in tailoring. Came to know about **RUDSETI, Bhubaneswar** through an ex-trainee and applied for Women’s Tailor training. The technical aspects on tailoring, sessions on competencies, marketing and personality development boosted her self-confidence and enabled to run “Maa Lakshmi Tailoring” profitably.

Total investment: Rs 3,00,000/-

Bank Loan: 2,00,000/- (Union Bank of India)

Income per month: Rs 25,000/-





Name: Mr Ravindra Keshav Walunj

Address: Aurangpur, Akola Tehsil, Pune District, Maharashtra State

Educational Qualification: 10th Standard

Training Course: Resham Kosh Utpadak Udyami

Period of Training: 25.11.2022 to 04.12.2022

Background: Born in an agriculture family. Ravindra tried many agriculture related activities like Goat Rearing, Poultry, Pisciculture etc, but due to lack of guidance and technical knowledge, he could not manage them properly. At this juncture, came to know about **RUDSETI, Pune** through ex-trainee and applied for Resham Kosh Utpadak Udyami training. The scientific management of Silkworms along with behavioural and managerial skills helped him to manage Sericulture efficiently.

Total investment: Rs 4,10,000/-

Income per month: Rs 35,000/-

Name: Mr Ramesh Vittal Avaradi

Address: S/o Vittal, Baligar galli, Yadwad, Mundaragi Tehsil, Belagavi District, Karnataka State

Educational Qualification: Graduation

Training Course: Installation & Servicing of CCTV Camera, Security Alarm & Smoke Detector



Period of Training: 04.03.2024 to 16.03.2024

Background: Ramesh after completion of his graduation he was engaged himself in a job work. The income was not sufficient for him to meet his requirements. He wanted to start his own self-employment activity. **RUDSETI, Brahmavara** organised an orientation programme for SHG members through this he came to know about the Institute and registered for Installation & Servicing of CCTV Camera training. Along with technical inputs on CCTV installation & servicing, he learnt various entrepreneurial competencies and the management skills. After completion of the programme he got financial assistance from bank. Today, he is running **Sriram Enterprises** efficiently.

Total investment: Rs 2,50,000/-

Bank Loan: Rs 1,00,000/- (Karnataka Gramina Vikas Bank)

Income per month: Rs 29,000/-



Name: Mr Basavaraju A

Address: Naduvinahalli, Kudligi Tehsil, Mysuru District, Karnataka State

Educational Qualification: 12th Standard

Training Course: Two Wheeler Mechanic

Period of Training: 01.08.2023 to 30.08.2023

Background: Born in an agriculture family. His father was an agriculturist. As the income from agriculture was meager and not sufficient to meet the family needs, he decided to take up self-employment activity. He was working in a two-wheeler mechanic shop to get the experience. In the meantime, he came to know about **RUDSETI, Mysuru** through his friend and applied under Two-Wheeler Mechanic training. The exposure to entrepreneurial competencies, behavioural games, marketing and the technical inputs on two-wheeler mechanic brought lot of changes in him. Today, he is running "**Balaji Automobiles**" and earning a handsome income.

Total investment: Rs 3,00,000/-

Income per month: Rs 28,000/-



Name: Mr Sodhaparmar Narendrasinh Himmatsinh
Address: Chauhan Pura, Kathlal Tehsil, Kheda District, Gujarat State

Educational Qualification: 10th Standard

Training Course: Refrigeration & Air Conditioning

Period of Training: 20.11.2023 to 19.12.2023

Background: Hails from an agriculture family. His father was an agriculture labour. As the income from agriculture was not sufficient to meet the family requirements, he decided to take up self-employment activity. Came to know about **RUDSETI, Nadiad** through an ex-trainee and applied for Refrigeration & Air Conditioning training. The training and exercises in skills of entrepreneurship, business plan preparation, personality development and marketing boosted his self-confidence and enabled to run all type Refrigeration & Air Conditioning shop successfully.

Total investment: Rs 2,00,000/-

Income per month: Rs 22,000/-

Name: Mr Devendra Kumawat

Address: Pahadiya, Sanganer Tehsil, Jaipur District, Rajasthan State

Educational Qualification: 12th Standard

Training Course: Cellphone Repairs and Services



Period of Training: 03.05.2024 to 01.06.2024

Background: Born in an agriculture family. Worked in a private factory for five years to shoulder the responsibility of the family. As the income was not sufficient to meet the family requirements, he decided to take up self-employment activity. At this juncture, his friend suggested him to approach **RUDSETI, Jaipur** for training. He visited the Institute and applied for Cell Phone Repair & Service training. The behavioural and managerial inputs developed confidence and positive changes in him and enabled to run “Sri Ram Mobiles” successfully.

Investment: Rs 1,50,000/-

Income per month: Rs 23,000/-



Name: Mrs Bidha Kumari

Address: Bidupur Tehsil, Vaishali District, Bihar State

Educational Qualification: 10th Standard

Training Course: Beauty Parlour Management

Period of Training: 15.05.2024 to 15.06.2024

Background: Bidha Kumari was a house wife. She had an ambition to become a beautician. She enquired in local beauty parlors for training, but it was not affordable to her. She came to know about **RUDSETI, Hajipur** through an ex-trainee, immediately she visited to Institute and received proper counseling. After that she registered for Beauty Parlour Management training. During the training she was keen interested, the sessions on identification of business opportunity, time management, entrepreneurial competencies and behavioural games along with the theoretical and practical knowledge on beauty parlor helped her to start the business immediately. She is running “Aradhya Beauty Parlour and Stitching Centre” successfully.

Total investment: Rs 3,00,000/-

Income per month: Rs 24,000/-

Name: Mr Raj Thakur

Address: Dimada, Berali Tehsil, Raisen District, Madhya Pradesh State

Educational Qualification: 12th Standard



Training Course: Electric Motor Rewinding and Repair Services

Period of Training: 10.07.2023 to 08.08.2023

Background: Raj Thakur born in a lower middle class family. After completion of his education searched for many jobs, he didn't get the suitable job and became unemployed. Agriculture was the main income source for his family, but the income was not sufficient for his livelihood. He found a business opportunity in electric motor rewinding and decided to take up self-employment activity. Came to know about **RUDSETI, Bhopal** through ex-trainee and applied for Electric Motor Rewinding & Repair Services training. Technical sessions on motor rewinding, competencies, human relations, effective communication, risk taking and marketing developed new confidence and enabled him to run his business successfully.

Investment: Rs 1,80,000/-

Income per month: Rs 22,000/-



Name: Mr Afan Abdul Rahiman

Address: Tumbe, Bantwal Tehsil, D K District, Karnataka State

Educational Qualification: Graduation

Training Course: Electric Motor Rewinding & Repair Services

Period of Training: 18.08.2021 to 16.09.2021

Background: Born in a middle class family. After graduation,

he worked in a private company. As the income was not sufficient, he wanted to take up self-employment activity. At this juncture, came to know about **RUDSETI, Ujire** through a friend and applied for Electric Motor Rewinding & Repair Services training. The technical sessions, soft skills and managerial inputs enriched his experience and boosted self-confidence. Today, he is doing electric work and running his own business "Technique Technology" successfully.

Total investment: Rs 14,00,000/-

Income per month: Rs 90,000/-



Name: Mr Dimpu Deka

Address: Dhepajan Kutayoni, Pakhimoria Tehsil, Nagaon District, Assam State

Educational Qualification: 12th Standard

Training Course: Goat Rearing

Period of Training: 02.01.2024 to 11.01.2024

Background: Born in an agriculture family. Due to ancestral practice of doing agriculture the income was not sufficient to meet the family needs, he decided to take up self-employment venture to support the family. Came to know about **RUDSETI, Nagaon** through an Awareness programme and applied for Sheep Rearing training. The sessions on the advanced management of Sheep Rearing along with behavioural and managerial skills helped him to manage Sheep farming profitably.

Investment: Rs 2,50,000/-

Income per month: Rs 20,000/-

Name: Mr Gagan Kumar K

Address: Yelepete, Doddaballapura Tehsil, Bengaluru Rural District, Karnataka State

Educational Qualification: Diploma

Training Course: Cellphone Repair & Services

Period of Training: 23.11.2022 to 22.12.2022

Background: Gagan is from a middle-class family. After completion of his Diploma education, he was working in a mobile shop to gain the knowledge on cellphone repair & service. Came to know about **RUDSETI, Bengaluru** through newspaper advertisement and applied for Cellphone Repair & Services training. The technical and entrepreneurship



development inputs changed his thinking entirely and infused positive outlook in his approach to take up self-employment. Today, he has given employment to 3 people and running mobile shop successfully.

Total investment: Rs 3,40,000/-

Income per month: Rs 35,000/-

Name: Mr Sanju Shantappa Gotagodi

Address: Kunnur, Shiggaov Tehsil, Dharwad District, Karnataka State

Educational Qualification: Graduation

Training Course: Two Wheeler Mechanic

Period of Training: 05.09.2019 to 04.10.2019

Background: Sanju is from a rural poor family. After completion of his graduation, he was engaged in labourer work. Came to know about **RUDSETI, Dharwad** through an Entrepreneurship Awareness Programme organised in his village. During his visit to the Institute, the Director and staff gave counseling to him. He identified the business opportunity in Two-Wheeler Mechanic and applied for the training. During the training theoretical and practical knowledge on two wheelers, sessions on marketing, communication skills and skills of entrepreneurship boosted his self-confidence and enabled to run “Omkar Bike Service Centre” profitably

Total investment: Rs 5,00,000/-

Income per month: Rs 40,000/-



Name: Mrs Monika Devi

Address: Mesra, Kanke Tehsil, Ranchi District, Jharkhand State

Educational Qualification: Graduation

Training Course: Vegetable Nursery Management and Cultivation

Period of Training: 22.06.2023 to 01.07.2023

Background: Born in an agriculture family. Assisting her husband in agriculture work. In order to improve the income from agriculture, she decided to take up self-employment activity in agriculture. Came to know about **RUDSETI, Ranchi** through SRLM and applied for Vegetable Nursery Management and Cultivation training. The scientific management of agriculture and entrepreneurship development inputs infused self-confidence and enabled her to manage agriculture efficiently and living a decent life.

Total investment: Rs 1,50,000/-

Income per month: Rs 25,000/-

Name: Mrs Jyoti Rana

Address: Dhoulana, Ghaziabad, Uttar Pradesh State

Educational Qualification: 12th Standard

Training Course: Beauty Parlour Management

Period of Training: 12.06.2024 to 12.07.2024

Background: Jyoti Rana was a homemaker. Her husband was a great source of inspiration to her, He motivated her to become self-reliant and generate additional income for



family. She came to know about **RUDSETI Ghaziabad** through newspaper advertisement and applied for Beauty Parlour Management training programme. Throughout the training she was meticulous, inquisitive and took keen interest in learning, inputs on competencies, marketing, personality development and launching formalities boosted his self-confidence. After completion of the training with good support from her family she started “**Jyothi Makeover**” and today she is running her business successfully.

Total investment: Rs 3,50,000/-

Income per month: Rs 28,000/-



Name: Mr Dharmendra

Address: Rithai, Pinahat Tehsil, Agra District, Uttar Pradesh State

Educational Qualification: 10th Standard

Training Course: Two-Wheeler Mechanic

Period of Training: 10.06.2023 to 09.07.2023

Background: Born in a middle-class family. After completion of his education he was a daily wage worker. He decided to take up self-employment venture to support the family. Came to know about **RUDSETI, Agra** through an ex-trainee and applied for Two-Wheeler Mechanic training. Sessions on Two wheeler, behavioural games, competencies, communication, human relation and marketing infused self-confidence and enable him to run the garage efficiently.

Total investment: Rs 2,20,000/-

Bank Loan: Rs 1,00,000/- (Canara Bank)

Income per month: Rs 20,000/-

Name: Mrs Shivani Yadav

Address: Kankrola, Manesar Tehsil, Gurugram District, Haryana State

Educational Qualification: Graduation

Training Course: Beauty Parlour Management

Period of Training: 20.03.2023 to 18.04.2023

Background: Hails from a middle class family. She decided to take up self-employment activity to shoulder the responsibility of the family. Came to know about **RUDSETI,**

Gurugram through an Awareness programme and applied for Beauty Parlour Management training. The technical and entrepreneurship development inputs changed her thinking entirely and infused positive outlook in her approach. Today, she is running “**Shwetaj Beauty Point**” successfully.

Total investment: Rs 2,50,000/-

Income per month: Rs 23,000/-



Name: Mr Pavan

Address: S/o Jayprakash, Nahargarh, Kishanganj Tehsil, Baran District, Rajasthan State

Educational Qualification: 10th Standard

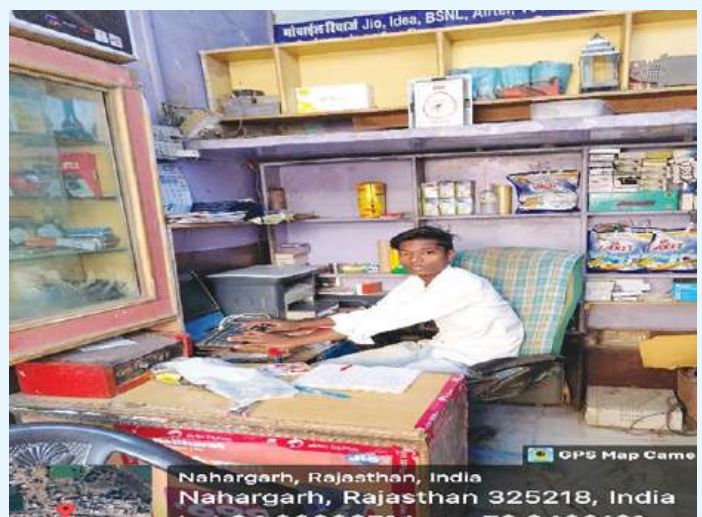
Training Course: Cellphone Repair & Service

Period of Training: 07.11.2022 to 06.12.2022

Background: Born in a middle-class family. His father was a daily wage worker. Pavan had little knowledge about Cell phone servicing since he was working in a mobile shop for few years. He decided to take up self-employment venture to support the family. Came to know about **RUDSETI, Baran** through an Awareness programme and applied for Cellphone Repair & Service training. Sessions on Cell phone repair, behavioural games, competencies, communication, human relation and marketing infused self-confidence and enable him to run his own shop efficiently.

Total investment: Rs 1,50,000/-

Income per month: Rs 20,000/-





Name: Mrs Bibi Naushada Makandar

Address: Kalkeri, Talikote Tehsil, Vijayapura District, Karnataka State

Educational Qualification: 10th Standard

Training Course: Beauty Parlour Management

Period of Training: 08.09.2022 to 07.10.2022

Background: Hails from a middle-class family. She was very active in SHG activities and she wanted to take up self-employment activity to become self-reliant and generate additional income to her family. Came to know about **RUDSETI, Vijayapura** through an Awareness programme and applied for Beauty Parlour Management training. The technical and entrepreneurship development inputs changed her thinking entirely and infused positive outlook in her approach. Today, she is running “Aliya Beauty Parlor” successfully.

Total investment: Rs 3,50,000/-

Income per month: Rs 27,000/-

Name: Mrs Soniya Pareek

Address: Naya Sameliya, Swana Tehsil, Bhilwara District, Rajasthan State

Educational Qualification: 12th Standard

Training Course: Beauty Parlour Management

Period of Training: 24.07.2023 to 22.08.2023

Background: Hails from a middle-class family. She was running a tailoring shop, since it was a rural area, she was not able to generate the sufficient income out of



one activity. She had little idea about Beauty parlour, she enquired in private shop for training, but it was not affordable to her. At this juncture she came to know about **RUDSETI, Bhilwara** through an Awareness programme and applied for Beauty Parlour Management training. Sessions on parlour management, behavioural and communication skills developed her confidence and enabled her to Beauty Parlour and Tailoring activity to generate good income.

Total investment: Rs 1,80,000/-

Income per month: Rs 20,000/-



Name: Mrs Chandra Rani Debbarma

Address: Kalyanpur Tehsil, Khowai District, Tripura State

Educational Qualification: 12th Standard

Training Course: Goat Rearing

Period of Training: 05.09.2024 to 14.09.2024

Background: Born in an agriculture family. After completion of education she got married, she was interested to become self-reliant by doing self-employment. Through SHG she came to know about **RUDSETI, Agartala** in an Awareness programme and applied for Goat Rearing training. Latest information on Goat rearing the selection of breeds, feeding, entrepreneurial competencies, systematic planning, time management and marketing infused self-confidence and enabled her to manage piggery farming efficiently.

Investment: Rs 1,50,000/-

Bank Loan: Rs 60,000/- (Bandhan Bank)

Income per month: Rs 18,000/-

Name: Mr Poleboina Mallikarjuna

Address: S/o Yedukondalu, Kothuru, Prakasam District, Andhra Pradesh State

Educational Qualification: 10th Standard

Training Course: Cell Phone Repair & Service

Period of Training: 11.05.2023 to 09.06.2023

Background: Poleboina is from a middle-class family. He was working in a factory for 4 years. His family members are there in SHG, through them he came to know about **RUDSETI, Ongole** he visited the Institute and applied for Cell Phone Repair & Service training. The sessions on technical aspects of Cell phone Repair, Entrepreneurial competencies,



Behavioural and managerial inputs developed confidence. After completion of training he gained experience and started his own venture “Lucky Mobile & Accessories”.

Investment: Rs 1,50,000/-

Income per month: Rs 20,000/-

Name: Mrs Azenur Khatun

Address: BDO Officepara, Bhagawangola Tehsil, Murshidabad District, West Bengal State

Educational Qualification: 8th Standard

Training Course: Goat Rearing

Period of Training: 01.06.2023 to 10.06.2023

Background: Azenur belongs to an agriculture family. She involved her in agriculture work and she was very active in SHG activities. She wanted to take up agriculture aligned activities to generate additional income to her family. Through SHG she came to know about **RUDSETI, Berhampore** through and applied for Goat Rearing training. The sessions on selection of lambs, feeding, disease control and the personality development inputs imparted during the training increased her confidence. Today, she doing Goat rearing along with agriculture successfully.

Total investment: Rs 1,00,000/-

Bank Loan: Rs 15,000/- (Bank of India)

Income per month: Rs 18,000/-



RUDSETI BAZAAR - MARKETING SUPPORT TO ENTREPRENEURS

Dr D Veerendra Heggade, President, RUDSETIs, Dharmasthala

RUDSETI Bazaar, Ujire ↓



RUDSETI Bazaar, Kannur ↓



RUDSETI Bazaar, Ghaziabad ↓



RUDSETI Bazaar, Mysuru ↓



RUDSETI Bazaar, Chitradurga



RUDSETI Bazaar, Bhilwara



RUDSETI STALLS

Dr. K Sudhakar, Hon'ble MP, Chikkaballapur

RUDSETI Stall, Bengaluru



Sri Ramalinga Reddy, Hon'ble Minister for Transport and Muzrai, Government of Karnataka

RUDSETI Stall, Chitradurga



Shri Kishlay Kushwaha, IAS, SDO, Mahua, Vaishali District

RUDSETI Stall, Hajipur



Shri Ajay Kumar, IAS, Deputy Commissioner, Gurugram

RUDSETI Stall, Gurugram



OTHER ACTIVITIES - Credit Camps

RUDSETI, Ananthapuramu



RUDSETI, Chitradurga



WORKSHOPS

“Financial Literacy” RUDSETI, Dharwad



These programmes received appreciation from the public.

VISIT OF IMPORTANT DIGNITARIES

Shri Mary Thomas, IAS, Under Secretary, MoRD, New Delhi and Shri Sudip Dutta, IAS, Under Secretary, MoRD, New Delhi
RUDSETI, Bhopal



Shri Somashekar S J, IAS, CEO, ZP, Chitradurga
RUDSETI, Chitradurga



Smt Swaroopa T K, IAS, CEO, ZP, Dharwad
RUDSETI, Dharwad



Shri Suchanshu Suman, GM, Canara Bank, CO, Bhopal
RUDSETI, Bhopal



Shri Jagadish Chander, GM, Canara Bank, CO, Bhubaneswar

RUDSETI, Bhubaneswar



Shri M Vijaya Kumar, GM, Canara Bank, CO, Hubballi
during Retail Cluster Camp
RUDSETI, Dharwad



VISITORS VIEW

RUDSETI, Bhopal: “The visit to RUDSETI Bhopal was a good experience where children are trained for becoming future entrepreneurs. The children are motivated to learn and are encouraged to stand on them on feet. The institute is doing good to encourage & motivate the young children. Keep it up. Thank you”.

- Shri Mary Thomas, IAS, Under Secretary,
MoRD, New Delhi

RUDSETI, Bhopal: “The Institute has good infrastructure. The DSTs and Co-ordinators are passionate to their dedications. I wish Best wishes to all of the faculty and trainee members. Thank you”.

- Shri Sudip Dutta, IAS, Under Secretary,
MoRD, New Delhi

Ways to improve your communication skills in the workplace

Communicating effectively in the workplace is a practised skill. While communication comes naturally to some, everyone can improve their workplace communication skills. To do so, we need to understand the importance of listening, monitor non-verbal communication, elevate our verbal communication, enhance our written communication, and spend some time on visual communication. These tips provide actionable steps we can take to improve all areas of workplace communication.

1. Prepare what to say.

If presenting an idea or having a meaningful talk with the supervisor, take some time to prepare what to say. Organising our thoughts should make our conversation more transparent and lead to a more productive interaction.

2. Simplify and stay on message.

Proofread and eliminate anything that strays from our message as we prepare our thoughts. One of the best ways to improve communication is to create concise and transparent conversations, emails, and presentations.

3. Engage our listeners.

Keep our listeners engaged in the conversation. Effective communicators ask questions and encourage participation. An interactive discussion is an ideal way to keep everyone’s attention.

4. Take time to respond.

Take time to create a thoughtful response. Often, we feel obligated to respond quickly, but it’s important to take a moment to compose our thoughts so we can have a meaningful conversation.

5. Make sure audience understand.

Before ending the conversation, please take a moment to ask a few follow-up questions and then recap the conversation. This will be able to finish the conversation by explaining the next actionable steps.

6. Work on our body language.

Keep a straight posture, avoid slouching, and use natural hand gestures when we speak. Make eye contact with everyone who’s listening to us. Moving around the room, too, can be helpful when space allows. It can help listeners feel more included.

7. Maintain eye contact.

During a conversation or presentation, try to hold a person’s gaze in four- to five-second intervals before looking at another person. We can also use natural hand gestures while we speak, which can help us feel more confident and look

people in the eye.

8. Be respectful.

To earn that respect, thank them for their time, keep our presentation within its set time frame, and keep our jokes appropriate and to a minimum.

9. Make communication a priority.

Elevating our communication skills is something to work on every day. Consider making a communication to-do list with a few things we would like to work on for the day, like recognising body language, asking follow-up questions, or practising active listening.

10. Learn to manage our emotions.

In a professional setting, keeping our emotions in check is necessary. If we have trouble managing our feelings, take a moment for a few deep breaths before speaking or writing an email. Take a moment alone at our desk or a break outside when possible.

11. Prioritise workplace skills.

Workplace skills like problem-solving, collaboration, and time management can also enhance communication. These skills require listening, patience, and organisation, which all play a role in sound communication.

12. Get rid of conversation fillers.

To aid in our conversational improvement, work to eliminate fillers like “um” and “ah.” Start listening for these fillers so we can use them less and convey more confidence when we speak. Often, these phrases fill the silence, which is a natural part of the conversation, so try to embrace it rather than fill it.

13. Have a plan for small talk.

Small talk is its conversation challenge. To improve, focus on topics like family, occupation, recreation, and dreams.

14. Tell a story.

We can include stories in our communication. A story helps keep our audience engaged and makes it easier for people to relate to the topic.

15. Ask questions and summarise the other person’s main points.

Part of being an active listener is asking relevant questions and repeating pieces of the conversation to show that we understand a point. Listening makes communication a two-way street.

16. Be receptive to feedback.

As we are working to improve our communication skills, ask for feedback and be receptive to it. Asking our colleagues for feedback can help us pinpoint challenges and demonstrate a commitment to our job. Try incorporating the feedback into our next chat, brainstorming session, or video conference.

17. Be brief yet specific.

Use the acronym BRIEF (background, reason, information, end, follow-up) to help guide our conversation. Think of it as a conversation outline meant to keep us on track.