

1. Presentation of subject matter
 - 1.1 Tips on talking
 - 1.2 Impromptu speeches - anticipate and prepare - contents relevant to the occasion
2. How to sell yourself and your ideas - anticipate resistance to change
3. Writing of technical reports - avoid padding - logical sequence - supportive arguments - target population
4. Job Instruction - T.W.I. - written instructions - oral instructions
5. Interviewing Techniques - Importance of Listening
6. Performance appraisal - honesty - tact
7. Motivation - recognition for good work - rewards and punishment - reprimanding techniques
8. Meetings
 - 8.1 Function of a Chairman
 - how to get full participation
 - control of meetings
 - 8.2 Taking of Minutes
9. Group discussions - role playing - "think tank" exercises
10. Use of diary and note books
11. Letter Writing
12. Briefing - dissemination of information - negotiating techniques
13. Interpersonal relations - correct timing of interviews - handling awkward situations

(One 3 hour paper)

C/Mining

17. Use of the "walkie talkie"
16. Use of microphone and telephone
15. Exam writing techniques
14. Study techniques - study programmes
 - summaries and key points
 - mnemonics