

## **"Effective Communication"**

On November 13, 2024, a workshop on the topic "Effective Communication" was held as part of a series of behavioral workshops organized by Brahma Kumaris for the employees of the Department of Legal Affairs (DLA). The session took place from 10:45 AM to 12:00 PM at the 2nd-floor conference hall of Shastri Bhawan.

The workshop was led by Sister Poonam, a skilled facilitator and speaker from Brahma Kumaris, who shared valuable insights on enhancing communication skills in a professional environment. The session focused on understanding the dynamics of effective communication, including active listening, clear articulation, and maintaining an empathetic tone in conversations. Sister Poonam emphasized the significance of non-verbal cues, emotional intelligence, and adapting communication styles to different situations to foster better relationships and collaboration within the workplace.

The workshop was attended by senior officers, including Joint Secretaries, Under Secretaries, Legal Advisors, and other officers and officials from DLA. Participants were encouraged to reflect on their own communication habits and were provided with practical strategies to improve interactions, reduce misunderstandings, and enhance teamwork.

The session was interactive, with real-life examples and role-playing exercises that allowed participants to practice effective communication techniques. The workshop received positive feedback for its engaging approach and the practical tools it provided for fostering clear, respectful, and productive communication in the workplace.

This "Effective Communication" workshop helped attendees strengthen their communication skills, which are essential for fostering a collaborative and harmonious work environment within the Department of Legal Affairs.

