

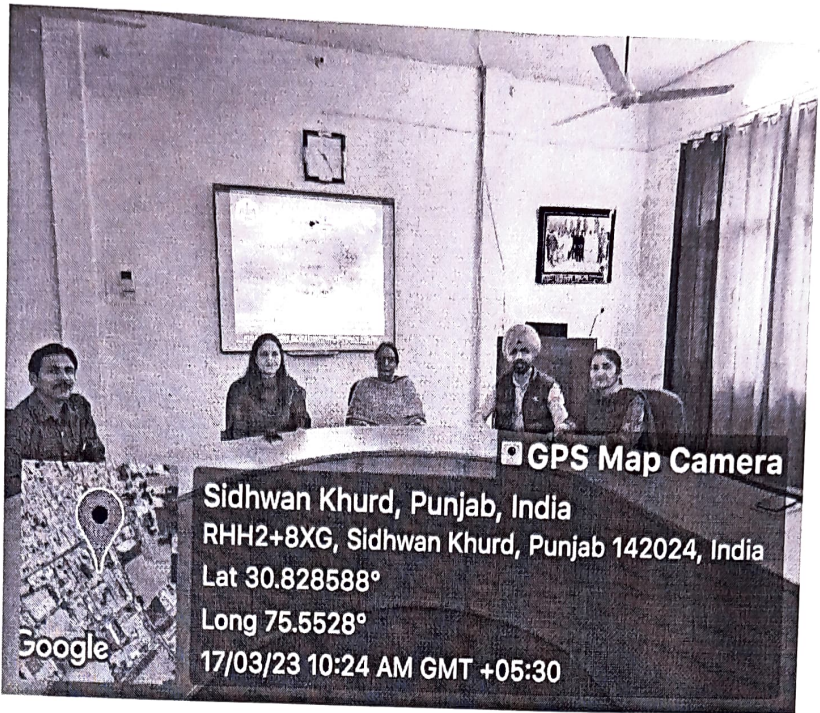
# **GHG Harparkash College of Education for Women**

## **Sidhwan Khurd**

### **REPORT**

Theme	:	Communication Skills
Venue	:	Administrative Office
No. of participants	:	3 (Office staff)
Date	:	17 March ,2023
Convener	:	Dr. Manjeet Kaur Associate Professor
Resource Person	:	Mrs. Amandeep Kaur Sidhu

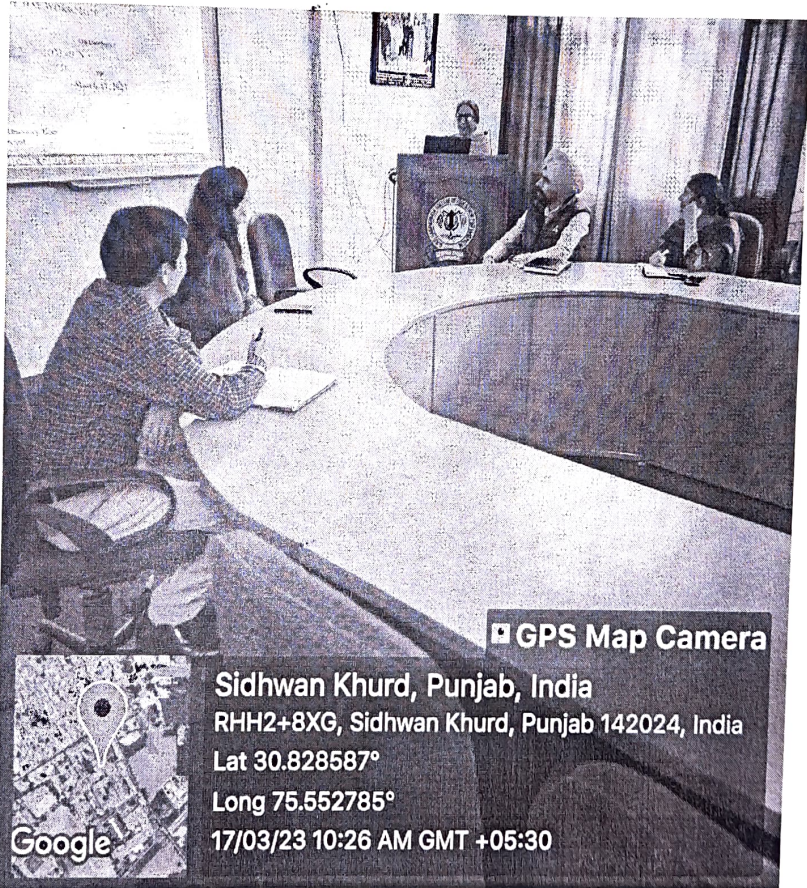
One day workshop on “Communication Skills” was organized on 17 March 2023. Resource person of the workshop was Mrs. Amandeep Kaur Sidhu. Participants were introduced to the resource persons by the Host. The session started with the introduction on the topic and the importance of communication skills in personal and professional life. Participants were explained about the communication method and the process of effective communication, understanding the cycle of communication starting from the sender to the receiver of the message. The different levels of communication were explained and how lateral and horizontal forms of communication among colleagues, peers at the same level for information sharing and coordination helps to save time. As communication is key, knowing and understanding the filters and barriers that can hamper one’s overall communication is a must. Participants were encouraged to practice active listening as it helps in overall communication skills. Focus was laid on the ways of how an individual communicates (spoken word, visuals, written word, body language and social media).



GPS Map Camera



Sidhwan Khurd, Punjab, India  
RHH2+8XG, Sidhwan Khurd, Punjab 142024, India  
Lat 30.828588°  
Long 75.5528°  
17/03/23 10:24 AM GMT +05:30

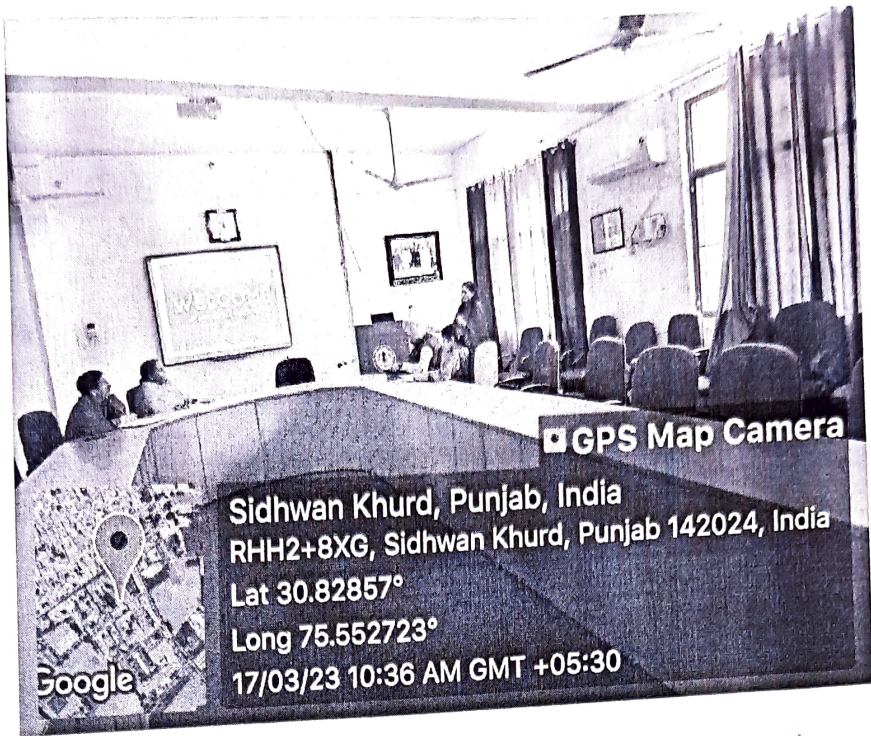


GPS Map Camera



Sidhwan Khurd, Punjab, India  
RHH2+8XG, Sidhwan Khurd, Punjab 142024, India  
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Long 75.552785°  
17/03/23 10:26 AM GMT +05:30





Dr. Manjeet Kaur  
Convener

Dr. Amandeep Kaur  
Principal