

Thursday, December 1, 2016 - 2.00 to 5.00 p.m.

We have been hearing about the term “PAPERLESS OFFICES” for ages. The term rings bells in our ears but is it really realistic ? Can you think of your work without having to use papers ? Practically impossible. Papers are part of our functioning and would remain so for years to come. But yes ... a judicious use of them can work wonders, not only for you, but for your organization, the society and of course for the environment.

This Programme is a conscious effort to make you realize about your Desk & Paper Management. It is rightly said that the moment you enter somebody's office, even before you have interacted with the concerned person, one can make out his personality just by looking at his office.

“Everything at the right place and right place for everything.”

Contents : Time – A Scare Resource, Prioritization, Segregation & Arrangement of Papers, Use of the Modern Technology, Important Tips, etc ...

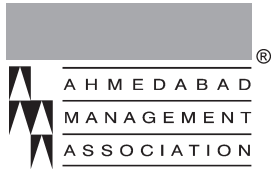
Medium of Instruction : English, Hindi & Gujarati

Faculty : **Mr. Hiren Vakil,**

Corporate Trainer & Management Consultant,
Mumbai

Fee : Rs.700/-per person. Fee includes programme fee, course material and Hi-tea.

CELEBRATING



USEFUL MANAGEMENT TRAINING & DEVELOPMENT PROGRAMS

December 2016

REGISTRATION FORM

Please fill-in and return this form to:

Ahmedabad Management Association

AMA Complex, Dr. Vikram Sarabhai Marg,
Vastrapur, Ahmedabad 380 015

Phone: 079-26308602 to 6 • **Mobile:** 9537407187

Fax: 26305692 • **E-mail:** ama@amaindia.org

Website: www.amaindia.org

Cheque should be drawn in favour of
"Ahmedabad Management Association".

Name(s)	Programme Number
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Address: _____

Telephone(s): _____

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Date:

Signature