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DEVELOPING AS A PROFESSIONAL MANAGER

Thursday, December 1, 2016 - 9.30 a.m. to 1.00 p.m.

Knowing your job is an important step in getting ahead at work, but being good at your job may not be enough. You must also be thought of as a professional businessperson. Being a professional is more than being technically proficient. It's being able to communicate effectively, interact with others appropriately, and develop long-term, mutually beneficial relationships.

This half-day workshop has been carefully designed to help you build your reputation as a true professional. If you practice the tips, you will develop the skills you need to succeed.

Contents :

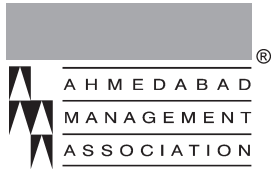
- Develop a Professional Attitude
- Be a Team Player
- Respect the Chain of Command
- Beware of Office Politics
- Develop Good Work Habits
- Mind Your Manners
- Be Well Groomed
- Communicate Professionally
- Be Assertive
- Listen & Learn
- Make Good Decisions
- Set & Achieve Goals
- Manage Priorities
- Manage Difficult Situations, 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 lunch / refreshment.



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):

Fax:

E-mail:

Date:

Signature