CELEBRATING 60 AMAZING YEARS

AHMEDABAD MANAGEMENT ASSOCIATION®

Certificate Programme on

HUMAN RESOURCE MANAGEMENT

Batch-26: Five days, 9.30 a.m. to 5.00 p.m. on

Sunday, December 11, 18, 25, 2016, January 8 and Friday, January 13, 2017

Venue: AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

We are happy to announce the New batch of Certificate Programme in Human Resource Management (HRM). This Programme is mainly targeted for the entrepreneurs and working professionals. It would cover the nuances of HR Function. It will have a lot of practical value. Our endeavour would be to make it as much realistic & practical as possible. This is a user-friendly Programme, which would prepare the participants to become effective managers and team leaders. It will also highlight on making work and organization more effective in the changing business environment.

Coverage:

- **Strategic Human Resource Management:** HR Planning; Organization Structure & Design; Job Analysis & Design
- **Recruitment & Selection:** Sources of Recruitment; Interviewing Skills; Employee Screening; Employee Induction/Orientation
- **Employee Training:** Ways of Learning; Training: A Developmental Tool; Culture Building; Training & Development Process; Training Evaluation
- **Performance Management System:** PMS v/s PAS; Performance Appraisal Process; 360 Degree Feedback System; Potential Appraisal; Counseling; Competency Mapping
- **Compensation & Benefits:** Wage & Salary Administration; Variable Pay; Fringe Benefits & Incentives
- **Industrial Relations & Industrial Disputes:** Collective Bargaining; Employee Grievances & Discipline; Trade Unions & Employers' Associations; Legal System, Arbitration, Conciliation; Health & Safety; Employee Welfare; Wage Policy in India; Social Security in India
- **Leadership, Team Building & Motivation:** Roles of a Leader; Leadership Styles; Transformational Leadership; Motivation : Concepts & Theories; Team Building; Emotional Intelligence at the workplace

Languages to be used : English and Hindi (Mostly) & Gujarati (if required).

Who should attend? : All levels of Executives, Officers and Managers from different functions. It can certainly help Businessmen, Entrepreneurs, Industrialists, etc. who wish to move ahead and create a niche for themselves. In addition, this Series could also be of immense help to the Management Students, who are gearing up to work in the practical world.

Faculty : Mr. Hiren Vakil, Corporate Trainer & Management Consultant, Mumbai

Concessional fee : Rs.6000/- per participant. Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

Certificate Programme on HUMAN RESOURCE MANAGEMENT **Dec. 11, 18, 25, 2016**

Registration Form: Please fill-in and return this form along with participation fee to: **Jan. 8, and 13, 2017**

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Phone: 079-26308602-6 • **Mobile:** 9537407187• **E-mail:** ama@amaindia.org • **Website:** www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s) Position

1.

2.

Organisation:

Address:

Pin Code:

Phone: Mobile:

E-mail: