

Managerial Effectiveness

Every Saturday, December 3, 10, 17, 24, 31, 2016, January 7, 21 and 28, 2017 • 9.30 a.m. to 5.00 p.m.

Venue : Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex,
Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

AMA is happy to announce a very practical and highly interactive programme on Managerial Effectiveness with a view to enhance the performance of Executives, Entrepreneurs & Businessmen. This is our **25th batch** and so far 425 persons have participated in the series.

OBJECTIVES

- To help you take your job seriously and believe that what you do is important.
- To show you how to present yourself professionally.
- To enhance personal effectiveness through communication.
- To overcome inhibitions in communicating to people.
- To understand and implement effective interpersonal skills.
- To project your personality better in front of others.
- To reduce wastage, improve productivity, cut costs and produce only quality products/services.
- To be always positive, confident and self-motivated under any circumstances.

CONTENTS (brief synopsis)

Dec. 3 COMMUNICATION SKILLS

Saturday Major Inputs :

- Why does Communication Matter?
- Barriers in Communication
- Active Listening
- Behavioural Skills (Body Language Science)
- Telephone Skills, etc ...

Dec. 10 CREATIVITY – Out of the Box Thinking

Saturday Major Inputs :

- Attributes of a Creative Individual
- Myths about Creativity; An Art of Asking Right Questions
- Putting Creativity to Work; Enhancing Team Creativity
- Brainstorming Processes; Managing Creative People, etc ...

Dec. 17 TIME MANAGEMENT

Saturday Major Inputs :

- How well are You Managing Your Time ?
- A WATCH to Watch !
- Tools & Techniques of Time Management (Maintaining Time Log, Prioritisation, Reducing Time Wasters, Delegation, Desk & Paper Management etc)

Dec. 24 CHANGE MANAGEMENT

Saturday Major Inputs :

- Change as a Part of Life
- Organisational Challenges
- Facing Organisational Challenges
- Causes of Change
- Resistance to Change
- Reducing Resistance to Change
- Special Focus on Participation & Communication, etc ...

Dec. 31 LEADERSHIP

Saturday Major Inputs :

- Management & Leadership
- Leadership Styles
- Transformational Leadership
- Dos of Effective Leaders
- Leadership Perceptions
- Leader as a Coach
- Leadership by Delegation, etc ...

Jan. 7 TEAM WORKING

Saturday Major Inputs :

- “We” Feeling – Cohesiveness
- Roadblocks to Team Working
- Factors Contributing to Distress Team Development & Effectiveness
- Symptoms of Distress
- The Team’s Role
- Stages of Team Development, etc ...

Jan. 21 POSITIVE ATTITUDE FOR POSITIVE RESULTS

Saturday Major Inputs :

- Attitude – Your Most Priceless Possession
- How do You Recognise People with a Positive/Negative Attitude ?
- Cost of a Negative Attitude
- Factors that Determine Our Attitude
- Steps to Building a Positive Attitude
- Qualities that make a Person Successful, etc ...

Jan. 28 PRESENTATIONS BY THE PARTICIPANTS

Saturday

All the Participants who have gone through the entire Series would share their experiences in the form of formal Presentations. They would even communicate how they have implemented their learning in this Series in their Professional lives as well as at the Personal fronts. The follow-up inputs would also be provided on this day, for them to carry on the light for the time to come.

METHODOLOGY : Discussions, Exercises, Video Films, Case Studies, Presentations, Management Games, Role Plays, etc ...

At the end of the 08 Training Sessions, each participant would be required to prepare an action plan and make a Presentation in terms of how this Series has helped him / her in becoming a better business manager. These Presentations would be organized at the end of the Training Series.

- Each participant will have to attend the entire Series fully (proxy would not be allowed).
- A special Training Material Kit would be provided to each participant.
- A “Certificate of Honour” would be provided at the end of the Series.
- Batch Size would be restricted to 30 participants (on a first-come-first- served basis).
- Languages to be used : English + Hindi + Gujarati (at times).

WHO SHOULD ATTEND?

All levels of Executives, Officers and Managers from different functions. This highly informative and interactive training will enhance both professional and personal excellence. It would immensely help those who do not have the management education background e.g. Accountants, Engineers, Technicians, Lab Chemists, Secretaries, Office Assistants, etc ... It can certainly help businessmen, entrepreneurs, industrialists, etc ... who want to create a niche for themselves.

FACULTY:

Mr. HIREN VAKIL, Corporate Trainer & Management Consultant, Mumbai

Hiren Vakil did his Bachelor in Commerce & Master in Commerce from Sardar Patel University, Gujarat and was Gold Medalist at both the levels. Later, he did MBA in Human Resource Management from the University of Dallas, Texas, USA.

He has worked for reputed Organizations like EDS Corp. (a Fortune 500 Company), Kansai Nerolac Paints (Formerly Goodlass Nerolac Paints), CEAT Ltd. (RPG Group) and some others. Currently, he is a Corporate Trainer & Management Consultant. He is associated with several reputed Companies and Management Associations. He is a known Motivational Speaker. He has been Guest Faculty to many Management Institutes. He carries with him, a rich practical experience.

FEES:

Rs.10000/- per participant inclusive of Service Tax. (Concession for members 10%, patron members 20%). Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name of ‘Ahmedabad Management Association.’

REGISTRATION:

Please send your registration along with participation fee to:

Ahmedabad Management Association

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

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