



A Grooming Programme for Nursing and Supporting Staff

(Friday, January 20, 2017 – 9.30 to 5.00 p.m.)

at Torrent-AMA Management Centre, Core-AMA Management House,
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

INTRODUCTION: Nursing is considered to be a very noble profession. It is the profession that stands for Caring, Sharing & Understanding. Nurses are the Merchants of Hope. They sell Hope to the patients who are in pain; are depressed and may have lost trust in their lives.

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 thorough professional. This programme focuses to help you take your job seriously and believe that what you do is important.

OBJECTIVES

- To show you how to present yourself professionally.
- To understand and implement effective interpersonal skills.
- To project your personality better in front of others.
- To be always positive, confident and self-motivated under any circumstances.

CONTENTS

- **Become a Professional:** Define Professionalism for Yourself; Develop a Professional Attitude; Qualities of a good Nurse; Respect Yourself; Respect Others; Be a Team Player; Respect the Chain of Command; Beware of Office Politics; Develop Good Work Habits
- **Act Like a Professional:** Have Professional Relationships; Network Like a Pro; Mind Your Manners; Be Well Groomed; Communicate Professionally; Be Assertive, Not Aggressive; Watch Your Body Language; Listen & Learn

METHODOLOGY : Discussions, Exercises, Video Films, Group Activities, Management Games, etc.

WHO SHOULD ATTEND? : Nurses and supporting Staff. This highly informative and interactive training will enhance both professional and personal excellence.

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

FEE : Concessional fee Rs.1000/- per participant. Fee includes programme fee, lunch/refreshments and service tax.

A Grooming Programme for Nursing and Supporting Staff and Business Jan. 20, 2017

REGISTRATION FORM:

Please fill-in and return this form along with participation fee to:
Ahmedabad Management Association, ATIRA Campus, Dr. Vikram Sarabhai Marg,
Ahmedabad 15. • **Phone:** 079-26308601-5 • **Fax:** 079 - 26305692 • **E-mail:** ama@amaindia.org
Website: www.amaindia.org • **Android Mobile App:** AMA-Ahmedabad amaIndia.org

Name(s)	Designation:
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2. _____	_____
Organization: _____	
Address: _____	
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Telephone(s): _____	Mobile: _____
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