



Programme on **BUSINESS MEETING**

- that achieves results through cohesiveness

Wednesday, January 18, 2017 - 9.30 a.m. to 1.00 p.m.

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

KEY FOCUS AREA

Experience of badly organized and pointless meetings is so wide spread that, for many people, this cynical comment "Meeting Madness" come very close to the truth. Many of the criticisms leveled at meetings are really criticisms of their misuse and an opportunity lost. A well-organized meeting held at the right time for the right reasons can bring a number of benefits.

If you choose to apply the principles of this workshop, you will obtain the rewards that come from better meeting management.

FOR PARTICIPANTS & ORGANIZATION:

- Ensure that important matters receive proper consideration from all involved
- Clarify thinking
- Ensure different view-points are aired
- Exchange information
- Promote co-ordination and cohesiveness
- Control time in a more efficient way
- To encourage proactive methods share a tested organization strategy.
- Ways to contain time wasters and trouble makers.
- Tried and tested approaches.
- Allow you to use meeting the way you choose (work, play or rest)
- Above all, it will tell you how to balance the time, effort and money.

PARTICIPANTS PROFILE

The programme will benefit all Executives and Staffs

WHAT WILL IT COVER:

SESSION ONE

- Handling activities Before, During and After the meeting.
- Seating arrangement
- Running the meeting
- The positive and negative aspects of a meeting
- Dealing with meeting madness

SESSION TWO

- Individual perception and life position
- Handling trouble and politics
- Chairperson (informal and informal method)
- Dangers of reaching consensus
- Criteria of a good decision
- Meeting cost
- Closing the meeting.....and
- Follow-up

FEE:

Rs.800/- per participant. Fees include course fee, cost of reading materials, lunch and refreshments. The cheque may please be drawn in the name of '**Ahmedabad Management Association.**'

FACULTY:

Mr. Ajoy K Guha last served as Business Development Director with Renoir Consulting, UK. Before he has worked in GEC-Alstoms, Arya (Motorola), Aplab in the capacity of General Manager & VP-Commercial. Ajoy K Guha is also co-author of the book "Cash before you Crash" on collecting dues and over dues without losing customer.

REGISTRATION:

Please send your registration along with participation fee to:

Ahmedabad Management Association

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

Phone:079-26308601-6 • Mobile : 9537407187 • Fax:079-26305692

E-mail: ama@amaindia.org • Website: www.amaindia.org

Mobile App: AMA-Ahmedabad amaIndia.org



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Website: www.amaindia.org
Mobile App: AMA-Ahmedabad amaIndia.org

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

Name(s)	Designation:
1. _____	_____
2. _____	_____
Organization: _____	
Address: _____	

_____ Pin Code: _____	
Telephone(s):	Mobile:
_____	_____
Fax: _____	
E-mail: <input type="text"/>	