AHMEDABAD MANAGEMENT ASSOCIATION

Programme on

Effectiveness at Work

Wednesday, April 17, 2019 - 9.30 a.m. to 1.00 p.m.

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

Objectives of the programme

- To motivate participants for better work performance.
- To create greater awareness of the competencies and skills necessary for their continuing growth.
- To develop a focused work-approach

Contents

- Work Effectiveness and work efficiency – the distinction
- Tips for a more Focused Work Approach
- Self Discipline for effectiveness in Time Management.
- The "Urgent" vs. "Important" Paradigm and work effectiveness
- The Time Effectiveness Matrix
- Strategies to deal with Time Wasters
- Five sure ways to enhance effectiveness at work
- Career Self-Reliance.

Faculty : **Mr. Kartik Vyas** is the founder of Potentials Unlimited Coaching & Training International, Mumbai. A versatile executive coach, management consultant, corporate trainer and keynote-motivational speaker, Mr. Vyas's rich 28 years of career as a professional in Management, Personal and Spiritual Development has encompassed a wide range of subjects in the fields of Executive Coaching, Human Potential Development, Communication Skills, Leadership, Yoga Psychology and NLP. He is also a certified Extended DISC® Administrator – one of the world's top psychometric tools.

Registration Fee : Rs.800/- per participant inclusive of GST. Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

Programme on Effectiveness at Work **April 17, 2019**

REGISTRATION FORM: Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association, Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015.
Mobile: 9537407187, 7069940917, 7203030990 • Phone: 079-26308601-2-3-4-5 • Fax: 079-26305692
E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org

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

Name(s) Position

1.

2.

Organization:

GST No.: AMA GST No.: **24AAATA 5881D1Z0**

Address:

Pincode No.

Telephone(s): Mobile:

E-mail: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐