



**Workshop on
Enhancing Interpersonal Skills
& Workplace Effectiveness**

Friday, April 26, 2019 • 9.30 a.m. to 5.00 p.m.

Venue: Torrent -AMA Management Centre, Core-AMA Management House,
AMA Complex, ATIRA Campus, Ahmedabad 380 015.

Introduction:

There is a famous quote for those in senior positions in management : “People are hired for their skills & knowledge but fired for their behaviour.”

It is therefore important to understand and manage interpersonal relationships at work place. One can handle skill gaps if one is skilled enough to spot talents and allow the talented people to take charge. Being a manager therefore is a responsibility, not just being in powerful position.

Content:

One day practice based training on Interpersonal skills therefore focuses on the following :

- What is interpersonal skills, what is its importance in corporate / work life
- Understanding self, it's trigger points – how we allow others to take charge of us – how can we be in charge of our own self – techniques in self management
- Managing interpersonal conflicts that waste one's energy, team's productivity
- Communication – Mastering your expressions, learning to listen to improve interpersonal skills
- Enhancing ability to manage interpersonal conflicts so as to maintain interpersonal relations
- How to conduct assertive communication so as to manage difficult people

Who will benefit ?

Those who have to get things done through people, who have to manage people / team will greatly benefit. Those who are being promoted / have been promoted to higher responsibility will also immensely benefit from the program. Small business owners who have to directly handle staff, customers, suppliers etc. Will also find the program extremely relevant.

Faculty:

Mrs. Nanda N Dave, Director, The Mentors & Enablers carries two decades of robust corporate experience in HRD, has set up and strengthened PMS at a number of organizations during her consulting career of last 9 years. She brings in a blend of practical experience and concepts with lots of practice tips to enhance the effectiveness of a sensitive subject like this.

Fee :

Rs.1600/- per participant inclusive of GST. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch & refreshment. The cheque may please be drawn in the name of 'Ahmedabad Management Association.' **If you wish to avail GST Credit, please provide your GST Number. Tax Invoice will be issued on receipt of your GSTN.**

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Registration Form:

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

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Name(s)	Position
1.	
2.	
Organisation:	
GST No.:	AMA GST No.: 24AAATA 5881D1ZO
Address:	
Telephone(s):	Mobile:
E-mail:	