



Programme on  
**Essential Skills for Managers**

[Batch-13] Monday to Friday  
 April 8 to 19, 2019 - 8.00 to 9.30 a.m.  
 (10 days)

**Management is both an Art and a Science**

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

To manage people and their knowledge in our century of gross uncertainty and international competition, a manager is required to be a well-rounded leader. He or She must have a thorough knowledge of essential skills that are necessary to improve the overall health of the organization.

In this carefully designed workshop, some of the essential managerial skills will be discussed. Managers and management students will exclusively benefit from this programme which covers:

- Positive Attitude
- Conflict Management
- Stress Management
- Communication in Organization
- Effective Team Building
- Organisation Politics
- Emotional Intelligence
- Time Management
- Creative Leadership

**Faculty** : Mr. B.N. Dastoor, Management Consultant, Author & Trainer

**Fee** : Rs.2000/- per person inclusive of GST. (Fee includes course fee, cost of reading material (book) and Refreshment). Cheque should be drawn in favour of "Ahmedabad Management Association"

**Programme on Essential Skills for Managers**

**April 8 to 19, 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".

<b>Name(s)</b>	<b>Position</b>
1. _____	_____
2. _____	_____
<b>Organization:</b> _____	
<b>GST No.:</b>	AMA GST No.: <b>24AAATA 5881D1Z0</b>
<b>Address:</b> _____	
_____	<b>Pincode No.</b>
<b>Telephone(s):</b>	<b>Mobile:</b>
<b>E-mail:</b> <input type="text"/>	