

## Highly Effective Programme

Batch-34

Certificate Programme on

# Leadership Development

Five Fridays Training Programme 9.30 a.m. to 5.00 p.m.  
on April 20, 27, May 4, 11 and 25, 2018

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

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**INTRODUCTION** : This Training Programme has been carefully designed to cater the needs of individual manager and help him to understand his personality, personal strengths and weaknesses and also his potential as a leader. It will also highlight on making work and organization more effective in the changing business environment.

**OBJECTIVES** :

- To help gain insights into one's own potential as a leader.
- To develop appropriate leadership skills and strategies to achieve team effectiveness.
- To help you to motivate your employees by giving them opportunity for valuable skill growth and development in decision-making.
- To develop skills to become more effective.
- To develop cross-functional awareness.

**CONTENTS** :

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**Day-1 (April 20) : Leadership – Foundation & Styles**

- Leader & Leadership – Conceptual Foundation
- Role of a Leader; Traditional Leadership Styles
- Modern Leadership Styles: Leadership by Direction; Leadership by Attraction; Leadership by Association; Leadership by Delegation
- Transformational Leadership
- Traits of Transformational Leaders

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**Day- 2 (April 27) : Conflict Resolution**

- Types of Conflicts; Sources of Conflicts; Consequences of Conflicts
- Styles of dealing with Conflict (Thomas – Kilmann Conflict Mode Instrument – TKI)
- Conflict Resolution Process
- Managing Anger

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**Day-3 (May 4) : Effective Delegation**

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- Managing Time & Priorities
- Why Managers do not Delegate ?
- What should a Manager Delegate ?
- What should not be Delegated ?
- How to Delegate?

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**Day-4 (May 11): Decision Making & Problem Solving**

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- Decision Making – Some Popular Notions
- What makes an Effective Decision
- Be Decisive – Ask the Right Questions
- Decision Making Process
- Decision Making – A Question of Style
- Problem Solving – Promoting Creative Thinking
- Points to Remember
- Problem Solving Model

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**Day-5 (May 25) : Negotiation Skill**

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- Negotiation Skills – Basic Understanding
- Types of Negotiations
- Negotiations – Core Process
- Negotiations – Variables Consideration
- Preparing for Negotiation
- Assessing the Opposition
- Fundamental Rules & Principles

All the Participants who have gone through the entire Series would share their experiences in the form of formal Presentations. They would even communicate how they have implemented their learning from this Series in their Professional lives as well as at the Personal fronts. The follow-up inputs would also be provided on the same day, for them to carry on the light for the time to come.

**Methodology:** Discussions, Exercises, Video Films, Case Studies, Presentations, Management Games, Role Plays, etc.

At the end of the Training Series, each participant would be required to prepare an action plan and make a presentation in terms of how this Series has helped him / her in becoming a better business leader. These Presentations would be organized at the end of the Training Series.

- Each participant will have to attend the entire Series fully (proxy would not be allowed).
- A special Training Material Kit would be provided to each participant.
- A “Certificate of Honour” would be provided at the end of the Series.
- Batch Size would be restricted to 30 participants (on a first-cum-first-served basis).
- Languages to be used : English + Hindi + Gujarati (at times).

**Who Should Attend ?**

All levels of Executives, Officers and Managers from different functions. This informative programme will enhance both professional and personal excellence, through a mixture of powerful techniques and proven methods.

It can certainly help Businessmen, Entrepreneurs, Industrialists, etc ...who want to move ahead and create a niche for themselves.

In addition, this Series could also be of immense help to the Management Students, who are gearing up for work in the practical world.

**Faculty: Mr. HIREN VAKIL**, Corporate Trainer & Management Consultant, Mumbai

**Hiren Vakil** did his Bachelor in Commerce & Master in Commerce from Sardar Patel University, Gujarat and was Gold Medalist at both the levels. Later, he did MBA in Human Resource Management from the University of Dallas, Texas, USA.

He has worked for reputed Organizations like EDS Corp. (Fortune 500 Company), Kansai Nerolac Paints (Formerly Goodlass Nerolac Paints), CEAT Ltd. (RPG Group) and some others. Currently, he is a Corporate Trainer & Management Consultant. He is associated with several reputed Companies and Management Associations. He is also a known Motivational Speaker. He has been Guest Faculty to many Management Institutes with a rich practical experience.

**Fees:** Rs.7000/- per participant inclusive of GST. (Concession for members 10%, patron members 20%). Fee includes course fee, cost of reading material, lunch and refreshments. 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.**

**Registration:**

Please send your registration along with participation fee to:

**Ahmedabad Management Association**

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

Phone:079-26308601-5 • Mobile : 9537407187, 7069940917, 7203030990

Fax: 079-26305692 •E-mail: ama@amaindia.org • Website: www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

**Saraswati Natwarlal Bhagwati-AMA  
Centre for Leadership**



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### Registration Form:

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The cheque may please be drawn in the name of

**'Ahmedabad Management Association.'**

Name(s) \_\_\_\_\_ Designation \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Organisation: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Pin Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: