



# Programme on Managerial Effectiveness

Thursday, Friday & Saturday, April 25, 26 and 27, 2019  
(3 days 9.30 a.m. to 5.00 p.m.)

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

This workshop has therefore 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 manager. It will also highlight on making work and organization more effective in the changing business environment.

## CONTENTS

### Day-1: Thursday, April 25, 2019

- Programme Overview
- Elements of Effectiveness
- **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
- **Team Working & Inter-Personal Relationships:** Factors contributing to Team Development & Effectiveness; Roadblocks to Team Working; Symptoms of Distress; Stages of Team Development; Ways to make People Like You; Johari Window; Managing Anger

### Day-2: Friday, April 26, 2019

- **Creativity – Out of the Box Thinking:** Attributes of a Creative Individual; Myths about Creativity; An Art of asking right Questions; Putting Creativity to Work; Enhancing Team Creativity; Brainstorming Processes; Managing Creative People, etc ...
- **Time Management:** How well are you Managing your Time ?; A WATCH to Watch !; Tools & Techniques of Time Management: Maintaining Time Log; Prioritisation; Reducing Time Wasters; Delegation; Desk & Paper Mgt,

### Day-3: Saturday, April 27, 2019

- **Active Listening:** Nature of Listening; SIER Model of Listening; Effective Listening Guide: When to Use Open-ended Questions ?, When to Use Close-ended Questions ?
- **Positive Attitude:** Attitude – Your Most Priceless Possession; Never Say “No” Attitude; Never Too Late
- Programme Sum-up

**METHODOLOGY:** Discussions, Exercises, Video Films, Case Studies, Presentations, Management Games, etc. This informative programme will enhance both professional and personal excellence, through a mixture of powerful techniques and proven methods.

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

**FEE:** Rs.4,800/- per participant including GST. Concession for Members 10%, Patron Members 20%. Fee includes course fee, cost of reading material, lunch & refreshment. Cheque should be drawn in favour of “Ahmedabad Management Association”.

## Programme on Managerial Effectiveness

April 25, 26 and 27, 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>	<b>AMA GST No.: 24AAATA 5881D1Z0</b>
<b>Address:</b> _____	
	<b>Pincode No.</b>
<b>Telephone(s):</b>	<b>Mobile:</b>
<b>E-mail:</b> <input type="text"/>	