



Programme on
**Office Management in
the Twenty-First Century**

(10 Days – Monday to Friday)

August 21 to September 1, 2017 - 8.00 a.m. to 9.30 a.m.

Programme for Developing your Office and Field Staff

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

The days of managing a modern office with old and so called 'time tested' techniques are dead and gone, never to return.

The culture and structure of a modern 'head-office' percolates through all the divisions and branches of the organization.

In this unique workshop, out-of-the-ordinary topics will be discussed and very practical tips and techniques will be offered to the participants.

Some of the topics include:

- Positive Attitude and Ensuring Commitment
- Work Discipline and Reducing Absenteeism
- Communication in Organization
- Managing Relationship
- Creating an Ideal Workplace
- Managing Emotion and Conflicts
- Making Effective Decisions
- Time Management
- Managing Stress
- Managing Organizational Politics and Creating Leadership

Faculty : The workshop will be conducted by **Mr. B N Dastoor**, award winning columnist, author of over 100 books (over 50 published by AMA) and a teacher with international experience. He is known as an "Edutrainer"- one who entertains while he educates.

Fee : Rs.1700/- per person inclusive of GST. (fee includes course fee, cost of reading material and Refreshment). Cheque should be drawn in favour of "**Ahmedabad Management Association**"

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

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

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Name(s)	Position
1.	
2.	
Organization:	
Address:	
	Pin Code:
Telephone(s):	Mobile:
E-mail:	