

# 03

## ORGANIZING & CONDUCTING EFFECTIVE MEETINGS

Thursday, December 8, 2016 - 9.30 a.m. to 1.00 p.m.

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Meetings are part of any working professional's life. You may give ring at ten different places of work and I am for sure that at eight places you would be given a stereotyped answer : *Saab Meeting Mein Hain*. On an average, a working executive would attend 2-3 meetings in a day. Experience says that most of us are not satisfied the way meetings are conducted. In fact, we feel that they are the biggest time-wasters.

This workshop would make you understand the nuances of Meetings. It would give you some basic tips in making meetings more meaningful and participative.

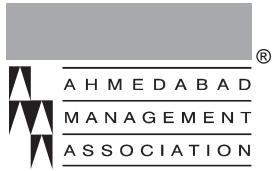
**Contents** : Objectives of Meetings, Guide to Productive Meeting Participation, Developing Meeting Leadership – Important Tips, Agendas Preparation, Minutes Preparation, Effective Meeting Guide, etc ...

**Medium of Instruction** : English, Hindi & Gujarati

**Faculty** : Mr. Hiren Vakil,  
Corporate Trainer & Management Consultant,  
Mumbai

**Fee** : Rs.700/-per person. Fee includes programme fee, course material and lunch / refreshment.

CELEBRATING



# USEFUL MANAGEMENT TRAINING & DEVELOPMENT PROGRAMS

December 2016

## REGISTRATION FORM

Please fill-in and return this form to:

**Ahmedabad Management Association**

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

**Phone:** 079-26308602 to 6 • **Mobile:** 9537407187

**Fax:** 26305692 • **E-mail:** ama@amaindia.org

**Website:** www.amaindia.org

Cheque should be drawn in favour of  
"Ahmedabad Management Association".

Name(s)	Programme Number
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Address:

Telephone(s):

Fax:

E-mail:

Date:

Signature