

Programme on

## BUSINESS MEETING

- that achieves results through cohesiveness

Thursday, December 6, 2018 • 9.30 a.m. to 1.00 p.m.



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

**RATIONALE:** Communication is the backbone of corporate success. Not all communication can be effectively carried over phone or letter. Meeting plays a vital role in achieving business success.

However, when you think how many committees exist and how many meetings are held in any organization, it is remarkable how hard it is to find anyone who has a good word to say about them. Meetings, now they are mostly built on productively managing a diversity of skills and functional backgrounds to achieve better solutions than any individual or single department could have come up with alone.

**KEY FOCUS AREA:** Experience of badly organized and pointless meetings is so wide spread that, for many people, this cynical comment “Meeting Madness” come very close to the truth. Many of the criticisms leveled at meetings are really criticisms of their misuse and an opportunity lost. A well-organized meeting held at the right time for the right reasons can bring a number of benefits.

If you choose to apply the principles of this workshop, you will obtain the rewards that come from better meeting management.

### Content:

#### Session One

- Meeting – Overview
- Empowerment – organizing a meeting
- Handling activities Before, During and After the meeting.
- Seating arrangement
- Running the meeting
- The positive and negative aspects of a meeting
- Dealing with meeting madness

#### Session two

- Individual perception and life position
- Handling trouble and politics
- Chairperson (informal and formal method)
- Dangers of reaching consensus
- Criteria of a good decision
- Meeting cost
- Closing the meeting .....and Follow-up

**Who Should Attend:** The programme will benefit all Executives and Staffs

**Faculty: Mr. A. K. Guha**, until recently worked as Executive Director (Business Development) of Renoir Consulting – UK. He has served various industries in India 3 decades. To name few corporates are Arya Communication Ltd. (Motorola), General Electric-Alstom Ltd., APLAB Limited, Bright Brothers Limited etc. He has also served in the Middle-East.

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

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**December 6, 2018**

**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”.

Name(s)	Position
1.	
2.	
Organization:	
<b>GST No.:</b>	<b>AMA GST No.: 24AAATA 5881D1ZO</b>
Address:	
Telephone(s):	Mobile:
E-mail: <input type="text"/>	<input type="text"/>