



Programme on
Effectiveness in Office Work

Saturday, December 8, 2018 • 9.30 a.m. to 5.00 p.m.

FOR ONLINE REGISTRATION AND PAYMENT, PLEASE CLICK
[HTTP://WWW.AMAINDIA.ORG/MANAGEMENT-TRAINING-AND-DEVELOPMENT-PROGRAM](http://www.amaindia.org/management-training-and-development-program)

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

Every organization looks for a workforce that is not only efficient but more importantly effective. Right from the employee handling the front desk to the senior most employees, every person needs to know and practice certain qualities that will help them become more effective. This oneday programme on Effectiveness in Office Work is specially designed to assist the office staff to enhance their effectiveness at work as well as their daily life.

This will be an interactive session involving group work, exercises and training games

Topics to be covered:

- Understanding Effectiveness - Efficient v/s Effective
- Effective Communication & Team Work
- Do it Now Attitude
- Being Well Groomed & Polite
- Willingness to Learn
- Practical Tips

Faculty : **Mr. Francis Lobo** has 28 yrs of Corporate Experience, having worked in organizations like GLFL, ICICI Bank, Fullerton India and Bharti AXA Life Insurance Company Limited at Senior Level.

Fee : Rs.1600/- per person (Including GST). Participation limited to 20 persons. Fees include course fee, cost of reading materials, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association'.

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December 8, 2018

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

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

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E-mail: ama@amaindia.org • **Website:** www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s)	Position
1.	
2.	
Organisation:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	<input type="text"/>