AHMEDABAD MANAGEMENT ASSOCIATION

Programme on

Office Management in 21st Century

10 days – Monday to Saturday – 8.00 to 9.30 a.m.

December 17 to 28, 2018

(December 25 - Holiday)

FOR ONLINE REGISTRATION AND PAYMENT, PLEASE CLICK

HTTP://WWW.AMAINDIA.ORG/MANAGEMENT-TRAINING-AND-DEVELOPMENT-PROGRAM

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

The "Head Office" of an enterprise is the true nerve-centre that influences the behavior of all stakeholders-employees, customers, distributors, shareholders, vendors and many others.

In our present century of "ANY" (Anyone can come from ANYWHERE, ANYTIME and hurt us ANYWAY) and of **"Dynamic Stability"** (the only stable factor is change), the days of traditional management of the office are dead and gone.

Managers in the office will have to:

- Serve as Role Models
- Create and Maintain the Right Culture & Structure
- Manage Finance
- Communicate Effectively
- Provide Leadership
- Manage Conflict
- Forge Effective Teams
- Make Effective Decisions
- Create a Learning Organization
- Manage Change

The programme will be piloted by **Mr. B.N. Dastoor,** Columnist, author of over 100 books, consultant, trainer with international experience of over 50 years.

Fee: Rs.2000/- per person inclusive of GST. Fee includes course fee, cost of reading material & refreshments.

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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: 26305692 • E-mail: ama@amaindia.org • Website: www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s) Position

1.

2.

Organization:

GST No.: AMA GST No.: **24AAATA 5881D1Z0**

Address:

Telephone(s): Mobile:

E-mail: