

Programme on

TIME MANAGEMENT

- *Executive Organizing & Managing within Time*

Thursday, December 6, 2018 • 2.00 p.m. to 5.00 p.m.



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

OBJECTIVE:

“It is not big that kills the SMALL - It is FAST that kills the slow”

Time is a resource. Given due respect, time becomes opportunity; Ignored time becomes a drain. Modern management attaches to this fact primary importance.

Time is a unique resource. Day to day, everyone has the same amount. It cannot be accumulated. You can't turn it on and off. It can't be replaced. It has to be spent at the rate of 60 seconds every minute. Time management, like other management, benefits from analysis and planning. To understand and apply time management principles, you must know not how to use time, but also what problems you encounter in using it, and what causes them. From this base you can learn to improve your effectiveness and efficiency through better time management.

For Participants & Organization: Time management is now a professional job; Control time in a more efficient way; To empower manager in the art of planning- time; Immediate ways to organize yourself and make effective use of time; to encourage proactive methods, share a tested organization strategy; Ways to contain time wasters; Tried and tested approaches; Allow you to use time the way you choose (work, play or rest)

WHAT WILL IT COVER: (HALF DAY)

- Time management – Overview
- Changing Old Habits
- How Do You Handle Time?
- Control Time
- Decision making
- Delegation
- Dealing with paperwork
- Dealing with meeting
- Pareto or Prioritizing
- Other tools

PARTICIPANTS PROFILE:The program 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., Apla 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 & 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, 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:	
GST No.:	AMA GST No.: 24AAATA 5881D1ZO
Address:	
Telephone(s):	Mobile:
E-mail:	<input type="text"/>