AHMEDABAD MANAGEMENT ASSOCIATION®

Certificate programme on

GROOMING & PERSONAL DEVELOPMENT

Batch-62

Transforming Yourself into a Brand New Person

5 days a week , Monday to Friday, 6.30 to 8.00 p.m.
February 18 to March 15, 2019 (20 Class Sessions)

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

Introduction: Globalisation offers many challenges as well as opportunities. This unfolding new world order of 21st century requires globally benchmarked skills, capacities & competencies. Functional capabilities in chosen area of profession have to be therefore internationally benchmarked. It is however equally important to address soft skills and grooming to remain relevant in modern times. Even very qualified and talented persons may not succeed if grooming is not ensured. This programme is designed to address this very significant and vital aspect.

For Whom?

This is a universal programme. However, Professionals, Executives, Entrepreneurs, Government Officials will find it very useful. Even homemakers or students in higher education will find this programme useful. 80% of attendance is compulsory for issuing a certificate.

The Module : This is a Certificate programme.

Coverage : Session-I : (10 Sessions)

- Grooming & Introduction
- How Grooming helps in professional life & career making
- Social Etiquette; SWOT Analysis
- Expectation Management
- Self Confidence & Assertiveness
- Managing Time, Priorities
- Non Verbal Communication; E-Mail Writing
- Communication Skills & Creating an Image

Session-II : (10 Sessions)

- Discussion and Understiang Personality & Confidence
- Basic Presentation Styles
- Positive Attitude & Behaviour
- Goal Setting
- Working in Teams
- Concluding
- Understanding Basics of Creativity
- Interpersonal Relationship
- Motivation
- Proactivity and Reactivity

Faculty : **Dr. Daisy Kurien,** Faculty, Unitedworld School of Business
Mr. Jacob Mathews, Management Consultant & Trainer

Attendance : Minimum 80% attendance will be necessary to obtain certificate

Fee : Rs.3500/- per participant including GST. Cheque should be drawn in favour of "**Ahmedabad Management Association**".

Programme on GROOMING & PERSONAL DEVELOPMENT **Feb. 18 to March 15, 2019**

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.
Phone: 079-26308602-3-4-5 • Mobile: 9537407187, 7069940917, 7203030990 • Fax: 079-26305692
E-mail: ama@amaindia.org • Website: www.amaindia.org

Name(s) Designation

1.

2.

Organisation:

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

Address:

Pin Code:

Phone: Mobile:

E-mail: