Programme on

Effectiveness in Supervision
- A Supervisory Development Programme

Friday & Saturday, January 11-12, 2019 • 9.30 a.m. to 5.00 p.m.

AHMEDABAD MANAGEMENT ASSOCIATION

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

INTRODUCTION: The changing industrial scenario and the consequent competitive environment are pushing management's to review their strategies, structures and styles. To survive and subsequently grow in any industry, attaining leadership is vital, and for this, organizations have to focus primarily on three factors : Quality, Cost and Time. Effective Supervision is absolutely critical in this context. Supervisors are required to have an exclusive insight and acquire new skills to give immediate business results.

This workshop is designed to motivate participants to experience and understand their potential capacity to become better supervisors as well as team leaders. It clearly identifies the various methods and circumstances in which supervisors can make a contribution to their organization's performance and to understand and practice the advanced skills necessary for more senior positions.

OBJECTIVES: Help to do the jobs in a more professional manner, influence the behaviour of others through effective motivation and leadership; Develop creative thinking power and have better self-knowledge; Reduce wastage, improve productivity, cut costs and produce only quality products / services; Combine tact and authority for positive results; Understand the future roles.

CONTENTS (Two-day Programme)

- Supervisor – Conceptual Foundation
- Self Checklist
- Concept of 'Change':
  Cost & Quality Consciousness – A Way of Life
- The Black Spot Syndrome
- ***Role of a Problem Solver***
- ***Role of a Team Builder***
- ***Role of a Time Manager***
- Dos & Don'ts for a Supervisor
- Elements of Effectiveness
- Supervisor's Job
- Roles of a Supervisor – General Overview
- ***Role of a Leader***
- ***Role of a Motivator***
- Subordinates' Expectations
- Programme Sum-up

METHODOLOGY: Discussions, Exercises, Video Films, Management Games, Case Studies, Presentations.

WHO SHOULD ATTEND ? All levels of Executives, Officers and Managers from different functions. This highly informative and interactive training will enhance both professional and personal excellence.

FACULTY : **Mr. Hiren Vakil,** Corporate Trainer & Management Consultant

FEE : Rs.3200/- 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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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:

Address:

Telephone(s): Mobile:

E-mail: