

Sunday, January 6, 2019 - 9.30 a.m. to 1.00 p.m.

Considerable time, talent and efforts are spent in the organizations in the 'meetings'. In USA, it is estimated that managers spend 40 % of their time in the meetings. You will find most managers in India 'busy in meeting' at any given moment.

How much of this time is wasted in non-productive debates, arguments, reiterating the same points, proving others wrong and projecting oneself as paragon of virtues? This colossal waste can be eliminated by everyone within an organization following a simple disciplined approach of **Parallel thinking** with **Six Thinking Hats** first proposed by Edward de Bono in his classical work by the same name.

He has **documented** cases where time saved varied from 75 % to 95 %. If the Six Hats method reduced the meeting time by average of 75%, USA followers would have created 30 % more manager time, at no extra cost whatsoever!

Flow and Content

- Role-play: How we conduct and participate in meetings at present?
- Parallel thinking with 'Six Thinking Hats'
- Role-play: Conducting meeting with parallel thinking
- Use of mind mapping before, during and after meetings
- Useful dos and don'ts for planning, conducting and participating and closing meetings

Workshop Coach

Suresh Pandit HR-OD- Productivity specialist with four decades of teaching and consultancy practice has helped many organizations and individuals to get full benefit of parallel thinking.

Fee: Rs.700/- per person including GST. (Towards programme fee, course material, lunch and refreshment). The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

