

## HALF DAY TRAINING PROGRAMMES

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Prog. 1 : **How To Promote Collaborative Culture**  
Friday, January 12, 2018 - 9.30 a.m. to 1.00 p.m.

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Prog. 2 : **Getting best out of meetings**  
Saturday, January 13, 2018 - 9.30 a.m. to 1.00 p.m.

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Prog. 3 : **Disciplines of Execution**  
Friday, February 9, 2018 - 9.30 a.m. to 1.00 p.m.

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Prog. 4 : **Workable Ideas for Material Cost Reduction**  
Saturday, February 10, 2018 - 9.30 a.m. to 1.00 p.m.

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Prog. 5 : **Doubling Managerial Productivity**  
Friday, March 9, 2018 - 9.30 a.m. to 1.00 p.m.

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Prog. 6 : **Production Management Team**  
Saturday, March 10, 2018 - 9.30 a.m. to 1.00 p.m.

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# 01

## HOW TO PROMOTE COLLABORATIVE CULTURE

**Friday, January 12, 2018 - 9.30 a.m. to 1.00 p.m.**

In nature, collaboration is the rule, competition is the exception. How come intelligent humans prefer to compete, rather than collaborate? Take our large organizations; they are permanently divided vertically by functions and horizontally by rank and status. Managers and employees owe their loyalty to their functional silos rather than the whole organization.

The companies who swear by the teamwork are the ones promoting 'blue-eyed' champions; and reward individuals for their performance rather than the teams for their collective contribution.

Companies can gain by trusting and establishing long-term collaborative relationships with suppliers, customers and competitors too.

### Content

- How to strengthen our Divine qualities that promote collaboration – rest above self
- How to control our Devilish qualities that promote competition – self above rest
- Organizational factors that promote and hinder collaboration – strategy, structure, systems, style, skills, staffing and super-ordinate goals
- Collaboration with suppliers, customers and competitors
- Learning from Success stories – Thinking outside boundaries, Reaching out beyond boundaries, Succeeding without limits
- Steps involved in the Process of Transformations

# 02

## GETTING BEST OUT OF MEETINGS

**Saturday, January 13, 2018 - 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

**03**

## **DISCIPLINES OF EXECUTION**

**Friday, February 9, 2018 - 9.30 a.m. to 1.00 p.m.**

Having great ideas and plans by themselves, do not lead to success and growth; successful execution is the key. Disciplined execution never got the attention it deserves from the Management Researchers, till recently. Slowly but surely, more researchers are finding out what distinguishes successful execution from poor execution. This program is designed to help you become more successful in execution.

### **Flow**

- Two types of executions – 'by stroke of the pen' & 'through the change in behaviour'
- Enemies of successful execution – the iron-grip of the routine, the old habits, inability to see the obvious, post mortem
- Discipline of focus – one at a time
- Discipline of discovering and establishing predictive, self-set measures
- Discipline of anticipating what can go wrong and being prepared for contingencies

- Discipline of emotional engagement through getting commitment and use of scoreboard
- Discipline of holding each other accountable for fulfilling promises made
- Discipline of finding what is right, appreciating and celebrating

## 04

### **WORKABLE IDEAS FOR MATERIAL COST REDUCTION**

**A refresher program for All professionals engaged in Planning, Procurement and Storage of materials**

**Saturday, February 10, 2018 - 9.30 a.m. to 1.00 p.m.**

**Introduction:** In manufacturing and Project Management companies Material Related Expenses (MRE) account for more than 50% of all the expenses and space occupied. Most funds are employed in stored/parked materials. Effective Materials Management is crucial to survival and growth of the enterprise.

#### **Workable ideas**

1. Ideas for reducing number of items – codification, in company standardization, kit formation, ABC Classification , VED Classification
2. Ideas for reducing stock-outs and administrative workload – Reliable Single Vendor Development, Kit Supplier Development, Long term Contracts, Involving vendors in quality assurance and inventory management, 'Pull' System
3. Ideas for increasing business volume – Becoming part of Supply Chains, ABC Classification of sales orders, Product Standardization, Business Cycle Time Reduction, Sub contracting
4. Ideas for increasing profit margins – Inventory halving, Value Engineering
5. Ideas for reducing wastage – Good Housekeeping Practices, visible and invisible waste, recycling
6. Ideas for increasing earnings from scrap and empty containers
7. Ideas for better utilization of storage space – Storing at the point of use, Use of height and depth, moving racks

# 05

## DOUBLING MANAGERIAL PRODUCTIVITY

**A refresher program for all managers**

**Friday, March 9, 2018 - 9.30 a.m. to 1.00 p.m.**

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**Introduction:** Managerial Productivity determines to a large extent the Profits of the company. **Managers have to be profit producers.** They need to know how their actions and inaction affect the profitability of the company. They need to take out some time from their 'Busy'-ness and devote it to business - of thinking about, planning and executing a set of few critical actions in the next 52 weeks that will double their contribution.

This program takes the participants, step by step through a series of themes and exercises that should make them

- Output or Result oriented rather than 'Input Proud' (*arambhshoor*).
- Forward looking rather than 'post-mortem' expert.
- Team oriented rather than individualistic.
- Self managed rather than dependent on Boss.

### Themes and Exercises

- Situational analysis – SWOT & PEST
- Listing possibilities
- Prioritizing – ABC analysis, ROTI analysis
- Developing strategic elements, action plans, schedules and budgets; Plan summary

# 06

## PRODUCTION MANAGEMENT TEAM

**Saturday, March 10, 2018 - 9.30 a.m. to 1.00 p.m.**

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### Introduction

- In the current industrial scene of extreme international, national and local competition, it is the Production Management Team that provides impetus for survival and growth of the organization
- They have to out-think the competition and deploy better processes to speed them up and make the production rich in quality, cost effective, safe and timely.

## Content

- Inspiring success stories of breakthrough in production
- Ideal mind set for becoming proactive rather than reactive – Doubling personal productivity, working as a team, everyone a businessman, emotional ownership, sharing the gains of productivity
- Becoming lean – ‘Push’ to ‘Pull’ System, Empowering employees, Standardization and variety reduction, Balancing ‘class’ and ‘mass’
- Increasing business volume and profit margins – Mechanization, Automation, Robotofication, Fords law of manufacturing
- Promoting all round innovation – Good Housekeeping Practices, visible and invisible waste, recycling, storing at the point of use, use of height and depth,

**Program Facilitator: Mr. Suresh Pandit** a practicing management consultant, trainer and coach for more than 40 years, has helped, hundreds of organizations in different sectors of economy, by improving their business results through major improvements in production processes.

### Faculty:

**Mr. Suresh Pandit**, Management and Productivity coach-consultant-learning facilitator

### Fee:

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

### REGISTRATION:

Please send your registration along with participation fee to:

#### **Ahmedabad Management Association**

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