**Programme on**

**Enhancing Managerial Effectiveness**

Saturday, July 8, 2017 - 9.30 a.m. to 5.00 p.m.

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

**Introduction:**
This workshop has been carefully designed to cater the needs of individual manager and help him to understand his personality, personal strengths and weaknesses and also his potential as a manager. It will also highlight on making work and organization more effective in the changing business environment.

**Objectives:**
- Develop a better understanding of the various aspects of a manager’s job;
- Help you to motivate your employees by giving them opportunity for valuable skill growth and development in decision-making;
- Develop skills to become more effective;
- Develop cross-functional awareness.

**Contents:**
- **Role of a Leader**
- **Transformational Leadership**
- **Effective Delegation:** Why Managers do not Delegate ?; What should a Manager Delegate ?; What should not be Delegated ?; Points to Remember
- **Change Management:** Reducing Resistance to Change; Special Focus on Participation & Communication; Organizational Challenges; How do Organizations face these Challenges ?
- **Conquering Time Wasters:** Some Typical Time Wasters; Solutions; Programme Sum-up

**Methodology:**
- Discussions, Exercises, Video Films, Case Studies, Presentations, Management Games

**Who Should Attend ?**
*All levels of Executives, Officers and Managers from different functions.*

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

**Fees:** Rs.1500/- per participant inclusive of Service Tax. (Concession for members 10%, patron members 20%). Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name 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.

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Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaindia.org.

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**Organisation:**

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