

# Certificate Programme on HUMAN RESOURCE MANAGEMENT

**Batch-36 : Five Saturdays, 9.30 a.m. to 5.00 p.m. on  
November 17, 24, December 1, 8 and 15, 2018**



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

We are happy to announce the New batch of Certificate Programme in Human Resource Management (HRM). This Programme is mainly targeted for the entrepreneurs and working professionals. It would cover the nuances of HR Function. It will have a lot of practical value. Our endeavour would be to make it as much realistic & practical as possible. This is a user-friendly Programme, which would prepare the participants to become effective managers and team leaders. It will also highlight on making work and organization more effective in the changing business environment.

## Coverage:

- **Strategic Human Resource Management:** HR Planning; Organization Structure & Design; Job Analysis & Design
- **Recruitment & Selection:** Sources of Recruitment; Interviewing Skills; Employee Screening; Employee Induction/Orientation
- **Employee Training:** Ways of Learning; Training: A Developmental Tool; Culture Building; Training & Development Process; Training Evaluation
- **Performance Management System:** PMS v/s PAS; Performance Appraisal Process; 360 Degree Feedback System; Potential Appraisal; Counseling; Competency Mapping
- **Compensation & Benefits:** Wage & Salary Administration; Variable Pay; Fringe Benefits & Incentives
- **Industrial Relations & Industrial Disputes:** Collective Bargaining; Employee Grievances & Discipline; Trade Unions & Employers' Associations; Legal System, Arbitration, Conciliation; Health & Safety; Employee Welfare; Wage Policy in India; Social Security in India
- **Leadership, Team Building & Motivation:** Roles of a Leader; Leadership Styles; Transformational Leadership; Motivation : Concepts & Theories; Team Building; Emotional Intelligence at the workplace

**Languages to be used : English and Hindi (Mostly) & Gujarati (if required).**

**Who should attend?** : All levels of Executives, Officers and Managers from different functions. It can certainly help Businessmen, Entrepreneurs, Industrialists, etc. who wish to move ahead and create a niche for themselves. In addition, this Series could also be of immense help to the Management Students, who are gearing up to work in the practical world.

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

**Concessional fee** : Rs.6000/- per participant including GST. Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association.' **If you wish to avail GST Credit, please provide your GST Number. Tax Invoice will be issued on receipt of your GSTN.**

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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**".

<b>Name(s)</b>	<b>Position</b>
1.	
2.	
<b>Organization:</b>	
<b>GST No.:</b>	<b>AMA GST No.: 24AAATA 5881D1Z0</b>
<b>Address:</b>	
	<b>Pincode No.</b>
<b>Telephone(s):</b>	<b>Mobile:</b>
<b>E-mail:</b>	