

Programme on **Business Communication**

Saturday, October 13, 2018 (9.30 a.m. to 5.00 p.m.)



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

In today's information age it is important to communicate thoughts, ideas, opinions effectively. One has to know the do's and don'ts of effective communication. Communication across channels is important and necessary.

Objectives:

- To understand the communication process and learn the various styles of communication
- To communicate effectively over E-mails
- To know the right method of communicating over telephone
- To participate effectively in corporate meetings and conference calls
- To develop effective listening skills

Contents:

- Understanding the communication process
- Knowing the various styles to communication
- Being aware about non-verbal communication
- E-mail Etiquettes
- Telephone Etiquettes
- Effective corporate meetings & conference calls
- Listening skills

Methodology:

This day long workshop is highly engaging and interactive. The training methodology includes a mixture of role plays, group discussions, group activities, case discussions, presentations and much more.

Who Should Attend: Individual Contributors, Junior Managers, Employees in middle management role and supervisors. It is suitable for fresh graduates who have joined any organization as well as experienced professionals who want to hone their communication skills.

Faculty:

Mr. Manish Khanolkar, is an alumnus of XLRI and has over fourteen years of work and consulting experience across reputed organizations. Since his MBA Mr. Khanolkar has been in the field of Learning & Development and has conducted workshops on Communication, Customer Service, Personal Effectiveness, Team Building, Manager Development and Leadership Development across all levels in numerous organizations. An energetic Toastmaster and a passionate communicator he has trained more than 10,000 people across the country.

Registration Fee:

Rs.1600/- per participant. 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**". **If you wish to avail GST Credit, please provide your GST Number. Tax Invoice will be issued on receipt of your GSTN.**

Programme on Business Communication

October 13, 2018

Registration Form:

Please fill-in and return this form along with participation fee to :

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Phone: 079-26308601-5 • **Mobile:** 9537407187, 7069940917, 7203030990 • **E-mail:** ama@amaindia.org

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

Name(s)	Position
1.	
2.	
Organisation:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	<input type="text"/>