Learning Workshop on

Getting best out of Meetings

Friday, October 13, 2017 - 9.30 a.m. to 1.00 p.m.

AHMEDABAD MANAGEMENT ASSOCIATION®

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

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 byEdward 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

Learning Facilitator : **Mr. 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 participant (Inclusive of GST). Fee includes course fee, cost of material, lunch and refreshments. The Cheque may please be drawn in the name of 'Ahmedabad Management Association'.

Learning Workshop on Getting best out of Meetings **October 13, 2017**

Registration Form:

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

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.
Ph.: 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: