



**Programme on
Effective Interview Techniques**

Saturday, September 16, 2017 • 9.30 a.m. to 1.00 p.m.

[Specially designed for Final Year Students and aspiring job seekers]

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

Today, no one has the time to sift through applications and select the best through a series of interviews and group discussions. Recruitment is on a fast and furious track. The candidate has to be extra vigilant to pass on the right information to the takers within the time available.

The three hour session on interviews and group discussions will enable the participants to prepare and present themselves well after the program. The interviewers will be looking for persons who are suited for the post and will be looking for candidates with the right attitude, skills and knowledge. The session throws light on do's and don'ts of interviews and group discussions and throws up interesting ways to get noticed from among the long list of candidates.

The session will be conducted by using situations, activities and question answer sessions. The interactive session will address matters that may escape the attention of the candidates.

The sessions are suited for all the final year graduate and post graduate students of arts, science and professional colleges

Topics

- Preparing a Curriculum Vitae
- Preparing for the interview
- Do's and Don'ts of interviews
- Etiquette and Manners/Communicating during interviews
- Effective Group Discussions
- Commonly asked Questions & Suggested Answers

Faculty : **Mr. G. Balachandran** is a much sought after Skills Coach and Motivational Speaker. He has experience of 27 years as a Coach and has conducted more than 4500 sessions all over the world.

Fee : Rs.800/- per participant inclusive of 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.'

Programme on Effective Interview Techniques

September 16 2017

Registration Form:

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

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Ph.: 079-26308602-5 • **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.	
Organization:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
Telephone(s):	Mobile:
E-mail: <input type="text"/>	