

# **Good Manners & Etiquette**

**Duration: 3 days - Monday to Wednesday** 

(6 hrs.). Age: 13 to 22 years

Batch	Date	Time
Batch-1	April 16-18	10.00 a.m. to 12.00 noon
Batch-2	April 23-25	10.00 a.m. to 12.00 noon
Batch-3	April 30-May 2	10.00 a.m. to 12.00 noon
Batch-4	May 7-9	10.00 a.m. to 12.00 noon

This programme suggests some of the most important aspects of life. Understanding and developing good manners and etiquette will be discussed in the programme.

## Coverage:

- General: Dress-Sitting-Standing-Walking-Food and Table Manners-Speaking- Listening-Music-Maturity-Empathy, Consideration for others.
- Social Life: Entertaining-House Guests-Family, etc. At Work: Punctuality-Various Relationships-Gossiping-Criticising –Interview. Student-pTeacher Relationships, etc.
- Communication: Art of Conversation—Telephone Manners, etc.
- **Mannerisms:** Showing off Repetition Gestures, Idiosyncracies, etc.
- Travel: Fellow Passengers in Public Places Airport – Railway Station – Hill Stations – Hotels.
- Human Relations: Smile Appreciation Anger
  Apology Criticising Complaints Arguments
  Laughing Belittling Borrowing and Lending Sports Relaxation, etc.
- Positive Thinking: Faith Prayer Positive Mental Attitude and more ...

Faculty: Mr. Suresh Mashruwala

**Professional Commentator and Trainer** 

**Fee**: Rs.300/- per participant per batch.



### **SUMMER WORKSHOPS 2018**

#### REGISTRATION FORM

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

#### **Ahmedabad Management Association**

ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

Phone: 079-26308602 to 5 • Mobile: 9537407187, 7069940917, 7203030990 E-mail: ama@amaindia.org • Website: www.amaindia.org • Android

Mobile Application: AMA-Ahmedabad amaIndia.org

Cheque should be drawn in favour of "Ahmedabad Management Association".

Programme Names	Prog. Nos.	
1		
2		
3.		
4.		
5.		
Name		
Age:		
Education: (Std./College)		
Address (Resi):		
Telephone(s):	Mobile:	
Fax:		
E-mail:		
Date:	Signature	

PLEASE USE THE PHOTOCOPY OF THIS FORM FOR ATTENDING MULTIPLE WORKSHOPS