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Good Manners & Etiquette

Duration: 3 days - Monday to Wednesday (6 hrs.). Age: 13 to 22 years

Batch	Date	Time
Batch-1	April 8 to 10	4.00 to 6.00 p.m.
Batch-2	April 15 to 17	4.00 to 6.00 p.m.
Batch-3	April 22 to 24	4.00 to 6.00 p.m.
Batch-4	April 29 to May 1	4.00 to 6.00 p.m.

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-Variou Relationships-Gossiping-Criticising –Interview. Student - Teacher 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.400/- per participant per batch.



SUMMER WORKSHOPS 2019

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 : 079-26308601 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:

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Date:

Signature

**PLEASE USE THE PHOTOCOPY OF THIS FORM
FOR ATTENDING MULTIPLE WORKSHOPS**