



Certificate programme on **GROOMING YOURSELF**

Batch-54

Transforming Yourself into a Brand New Person
5 days a week , Monday to Friday, 8.00 to 9.30 a.m. July 17 to August 12, 2017
(20 Class Sessions)

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

Introduction: Globalisation offers many challenges as well as opportunities. This unfolding new world order of 21st century requires globally benchmarked skills, capacities & competencies. Functional capabilities in chosen area of profession have to be therefore internationally benchmarked. It is however equally important to address soft skills and grooming to remain relevant in modern times. Even very qualified and talented persons may not succeed if grooming is not ensured. This programme is designed to address this very significant and vital aspect.

For Whom?

This is a universal programme. However, Professionals, Executives, Entrepreneurs, Government Officials will find it very useful. Even homemakers or students in higher education will find this programme useful. 80% of attendance is compulsory for issuing a certificate.

The Module: This is a Certificate programme.

Coverage : Session-I : (10 Sessions)

- Why to Groom?
- How it helps you in professional life and Career Making
- Mind Management and Concentration
- SWOT Analysis
- Self Awareness
- Self Confidence and Assertiveness
- Managing Time and Priorities
- Managing Life
- Communication Skills and Creating an Image

Session-II : (10 Sessions)

- Discussion and Understanding Personality & Confidence
- Basic Presentation Styles
- Positive Attitude & Behaviour
- Goal Setting
- Working in Teams
- Concluding
- Understanding Basics of Creativity
- Interpersonal Relationship
- Motivation
- Proactivity and Reactivity

Faculty : **Mr. Paresh Pandya**, Management Psychologist, HR Consultant & Corporate Trainer
Mr. Jacob Mathews, Management Consultant & Trainer

Attendance : Minimum 80% attendance will be necessary to obtain certificate

Fee : Rs.3500/- per participant including Service Tax. Cheque should be drawn in favour of "**Ahmedabad Management Association**".

Conveniently Scheduled Morning Programme for Personal and Career Growth

Programme on GROOMING YOURSELF

July 17 to August 12, 2017

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

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

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E-mail: ama@amaindia.org • Website: www.amaindia.org

Name(s)	Designation
1.	
2.	
Organisation:	
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	