AHMEDABAD MANAGEMENT ASSOCIATION

Programme on

# Developing as a Professional Manager

**Saturday, July 1, 2017 • 9.30 a.m. to 1.00 p.m.**

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

Knowing your job is an important step in getting ahead at work, but being good at your job may not be enough. You must also be thought of as a professional businessperson. Being a professional is more than being technically proficient. It's being able to communicate effectively, interact with others appropriately, and develop long-term, mutually beneficial relationships.

This half-day workshop has been carefully designed to help you build your reputation as a true professional. If you practice the tips, you will develop the skills you need to succeed.

***Contents*** :
- Develop a Professional Attitude
- Be a Team Player
- Respect the Chain of Command
- Beware of Office Politics
- Develop Good Work Habits
- Mind Your Manners
- Be Well Groomed
- Communicate Professionally
- Be Assertive
- Listen & Learn
- Make Good Decisions
- Set & Achieve Goals
- Manage Priorities
- Manage Difficult Situations, etc …

***Duration*** **:** Half Day

***Medium of Instruction*** : English, Hindi & Gujarati

**Faculty** : **Mr. Hiren Vakil,**
Corporate Trainer & Management Consultant, Mumbai

**Fee** : Rs.700/-per person. Fee includes programme fee, course material and Hi-tea. Cheque should be drawn in favour of "**Ahmedabad Management Association**"

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**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.
Phone: 079-26308601-5 Mobile: 9537407187, 7069940917 • Fax: 079-26305692 • E-mail: ama@amaindia.org
Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org.

Name(s) Designation

1.

2.

Organisation:

Address:

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