AHMEDABAD MANAGEMENT ASSOCIATION®

Programme on

# Enhancing Managerial Effectiveness

**Saturday, July 8, 2017 - 9.30 a.m. to 5.00 p.m.**

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

**Introduction** : This workshop has been carefully designed to cater the needs of individual manager and help him to understand his personality, personal strengths and weaknesses and also his potential as a manager. It will also highlight on making work and organization more effective in the changing business environment.

**Objectives** : Develop a better understanding of the various aspects of a manager's job; Help you to motivate your employees by giving them opportunity for valuable skill growth and development in decision-making; Develop skills to become more effective; Develop cross-functional awareness.

**Contents** :
- ***Role of a Leader***
- ***Transformational Leadership***
- ***Effective Delegation:*** Why Managers do not Delegate ?; What should a Manager Delegate ?; What should not be Delegated ?; Points to Remember
- ***Change Management:*** Reducing Resistance to Change; Special Focus on Participation & Communication; Organizational Challenges; How do Organizations face these Challenges ?
- ***Conquering Time Wasters:*** Some Typical Time Wasters; Solutions; Programme Sum-up

**Methodology** : Discussions, Exercises, Video Films, Case Studies, Presentations, Management Games

**Who Should Attend ?** : ***All levels of Executives, Officers and Managers from different functions.***

***This informative programme will enhance both professional and personal excellence, through a mixture of powerful techniques and proven methods.***

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

**Fees** : Rs.1500/- per participant inclusive of Service Tax. (Concession for members 10%, patron members 20%). Fee includes course fee, cost of reading material, lunch and refreshments. The cheque may please be drawn in the name 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.
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Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org.

Name(s) Designation

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Organisation:

Address:

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