



**Programme on
Managing Meetings**

(Thursday, July 27, 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.

Managers need to make their meetings productive. Quite often, meetings end up being a waste of time, with nothing major accomplished, the agenda being unclear, people coming late or not showing up at all and so on. Sometimes, unnecessary discussions prolong too much, not to speak of personal egos cropping up resulting in sarcastic and offending remarks by some. The meeting that drones on and on; the meeting where everyone sits fiddling with his or her Smart-Phone or the meeting where almost everyone in the room is wondering the same thing: Why am I here?

Managing meetings is a skill based on chairman’s ability to tactfully communicate, clarify issues, establish a strong connect with others, direct discussions, focus on objectives, exercise one’s authority, pave way for decisions and such other competencies.

There are ways to run effective, efficient meetings that leave your people feeling energized and excited about their work. Meetings are powerful business weapons. Meetings keep the Organizations on Track. Meetings help a Team Arrive at a Consensus enhancing ownership of the task and the result. The program focuses on all these aspects and much more.

Who should attend?

Managers, Supervisors, Executives, Professionals, leaders and all those who are involved in meetings, joint decision-making, leading teams and generating consensus at work.

Workshop Methodology: Variety of training tools and techniques will be used, like role plays, mock meetings, management games, lecture, videos, discussion leading etc. Detailed debriefing will clarify learning outcomes. ‘Learning by Doing’ is the training philosophy.

Faculty: Mr. Nirmal Parekh, Corporate Coach, Certified Int. Trainer, JCI Inst., USA. Founder Director, AAMPLE PVT. LTD. – Total HR solutions provider. First generation entrepreneur. Facilitated hundreds of training workshops for the corporate, CII, ICAI, Rotary, Lions, Jaycees, Management Associations, Productivity Councils etc. pan India.

Fee: Rs.1600/- per participant inclusive of Service Tax. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch & refreshments. The cheque may please be drawn in the name of ‘Ahmedabad Management Association.’

Programme on Managing Meetings July 27, 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. Phone: 079-26308602-3-4-5

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. _____	_____
Organization: _____	
Address: _____	
	Pin Code: _____
Telephone(s): _____	Mobile: _____
E-mail: <input type="text"/>	