



# Programme on **WORK EFFECTIVENESS**

**Thursday, June 15, 2017 - 9.30 a.m. to 5.00 p.m.**

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

***"Efficiency is doing things right; effectiveness is doing the right things."* – Peter F. Drucker**

In the context of globally competitive environment and fast-paced changes in the 21<sup>st</sup> century, being effective is vital for personal and organizational success. An *efficient* person may be able to work well without wasting time or resources. However, only an *effective person* will be able to produce the desired result and get ahead in life. Effective people make optimum use of their resources and succeed in achieving their goals. One has to learn, how efficiency can be extended to a higher level of effectiveness. *Work Smart* is the new paradigm. A better understanding of this concept can help one to perform brilliantly and achieve success in life.

The objective of this workshop is to provide a source of information and motivation for people to take the goal-driven path towards personal and career success. It also aims to enable them to acquire skills by which they can manage their work more effectively.

**Content:** The program will cover the following areas:

- Essential habits of highly effective people
- Positive Attitude at work
- Communicating Effectively
- Time & Stress Management
- Working together as a Team

***"Effective leadership is putting first things first. Effective management is discipline, carrying it out."***

- Stephen R. Covey

The workshop will be interactive and consists of lecturettes, ppt. presentations, games & activities, discussions and presentations by the participants.

**Faculty :** Prof.Thomas Oommen, M.A. (English), M.A. (Politics), M.A. (History). HRD Consultant & Trainer. He had been a University teacher for 28 years in India and Libya.

**Fee :** Rs.1500/- per participant. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch & refreshment. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

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**June 15, 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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Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org.

Name(s)	Designation
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2. _____	_____
Organisation: _____	
Address: _____	
	Pin Code: _____
Phone: _____	Mobile: _____
E-mail: <input type="text"/>	