

NOIDA MANAGEMENT ASSOCIATION

C-20/6A, Institutional Area, Sector- 62, Noida

(Opp. JSS Academy of Technical Education)

Phone No: 0120-2401305

One Day Workshop on “Managing Yourself and Leading Others”

Date: - Friday, 27th March -2020

Venue: - NMA House

Dear Sir/ Madam,

In the today's business world it is very important that you manage yourself well. Those that do will have the opportunity to become leaders of tomorrow. **“Managing Yourself and Leading Others”** help Managers develop skills essential to successfully bring the best out of each and every team members. Managers and their leadership skills can determine not only whether an individual stays with an organization, but also how much that individual contributes to the organizations success. Managing yourself means learning how to work with others in a productive and profitable way. This takes constant self monitoring and self managing. Every organization needs to retain effective first line managers who directly affect company activities, such as production, sales, marketing and operational processes. They are critical cogs in ensuring that new programs are implemented in a timely and effective manner.

NMA one day program is designed to help managers become more effective leaders, and delves into the fundamentals of managing self, leading teams, and motivating others to accomplish company's goals. The Program aims at greater understanding of your strengths and styles as a leader and creates a personal development plan for becoming your best and understands leadership responsibilities.

Who Should Enroll:-

This management training program is ideal for front line managers, office managers, supervisors, and newly promoted managers and more important for managers who are now managing managers and needs to coach others in the art of managing themselves to become better such as:

- ❖ Human Resource Managers.
- ❖ Accounts Managers.
- ❖ Project Managers.
- ❖ Line Managers/Supervisors.
- ❖ Entrepreneurs/ SSI Owners.
- ❖ Executive of Constructions Industries.

The Program Shall Cover:-

- ❖ The role and characteristics of a leader.
- ❖ The importance of leadership and communication skills.
- ❖ Building and sustaining relationships.

- ❖ Adapting management styles to suit the needs of staff, colleagues and stakeholders.
- ❖ Earning trust and building relationships.
- ❖ Managing within organizational hierarchies.

Methodology:-

- ❖ Lecture based session.
- ❖ Case study Analysis.

Registration:-

A request for registration along with the duly filled registration form together with a crossed demand draft /cheque drawn in favour of “**Noida Management Association**” may please be sent to NMA on the address given below.

Participation Fee:-

- ❖ For NMA Members-Rs. 4000/- Per Participant.
- ❖ For Non Members - Rs. 4500/-Per Participant.

Venue, Date & Time:-

Date: - 27th March 2020

Day: - Friday

Time: - 09.00 AM to 05.00 PM

Venue: - NMA House, C-20/6A, Institutional Area, Sector- 62, Noida
(Opp. JSS Academy of Technical Education)

Faculty:-

- ❖ Shri V.N. Rai, Ex. Managing Director, KRIBHCO Ltd.
- ❖ Shri Sanjeev Asthana, Vice President – HR, Triveni Engineering Industries Ltd.

Kindly send nomination along with the program fee through bank draft/local cheque drawn in favour of “**Noida Management Association**” to Executive Officer, Noida Management Association, C-20/6A, Institutional Area, Sector-62, Noida, 201301, E-mail info@nmanoida.org, Mobile no.: 9811102132.

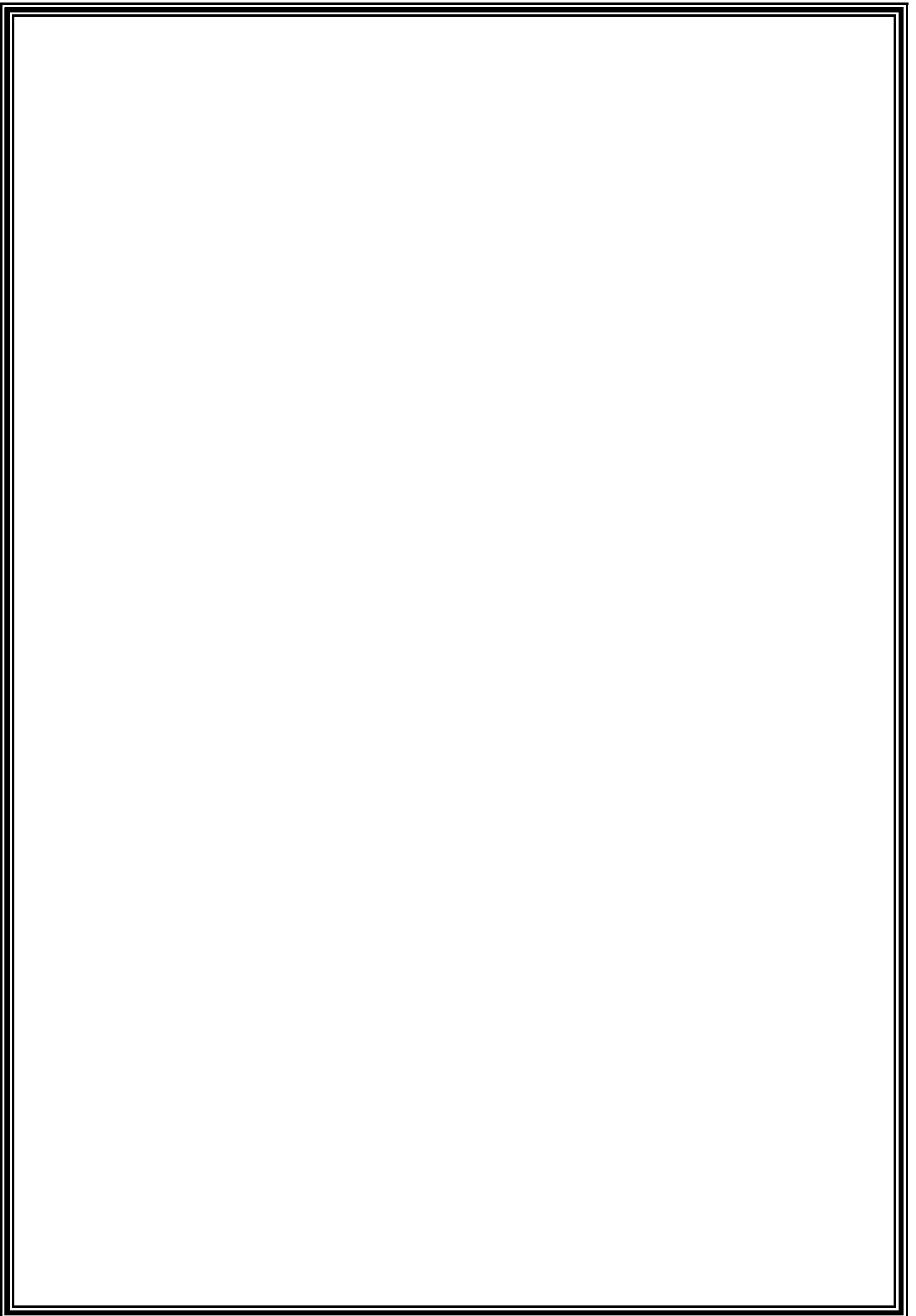
Thanking You,

Yours faithfully,



Surinder Mohan

**President
Noida Management Association**



Noida Management Association
(Affiliated to All India Management Association)

To,

Noida Management Association
NMA, C-20/6A, Institutional Area,
Opp. JSS Academy of Technical Education
Institutional Area, Sector-62, Noida

“Managing Yourself & Leading Others”

We have pleasure in nominating the following for the above mentioned Programme.

S. No.	Name	Designation	Address	Telephone No
1				
2				
3				
4				
5				
6				
7				
8				

Name & address

(Signature of Sponsoring Authority)

Sponsoring Organization

Designation:

Date: