



**Inviting Participants for 4 days workshop on “The Next Level Learning”  
As part of  
Newly launched “Smart Manager Series”**

**Date:** 19<sup>th</sup> to 22<sup>nd</sup> September, 2017

**Time:** 9.30 am to 5.30 pm

**Venue:** BMA Knowledge Enrichment Facility, 9, Podar House, A Road, Churchgate – 400020

## **The Smart Manager Series – The Next Level Learning (2 modules of 4 days under each Module)**

### **Scope**

The Smart Manager series of training programs launched by Bombay Management Association is aimed at providing a comprehensive training support to mid-level managers who are tomorrow’s leaders. With an objective of preparing young managers and executives for their faster career growth and seeking optimum contribution at their workplace, the modules are specially designed with concepts from Harvard Business Review, McKinsey and other leading publications bringing to the table deeper insight and value.

The conceptualization of the structure and content of the modules of this management development program has been drawn from articles published by HBR and McKinsey as well as books and articles written by luminaries like Peter Drucker, Stephen R Covey, Daniel Goleman, Ram Charan and others on various management subjects ranging from self, teams, leadership, communication, emotional intelligence, strategy formulation, execution and decision making. These books are being recommended as course material for this series.

The programs are designed for experiential learning in workshop mode and consist of a mix of concept sessions as well as personal explorations, case studies, individual and group exercises with feedback.

Module 1 - The Effective Manager focuses on communication, managing self, people leadership and collaborative teaming.

Module 2 - Leadership Simplified for Managers focuses on leadership, change management, strategy and decision making.

The series offers the flexibility to individuals to attend both the programs or choose the program they feel is most relevant to their current role.

# Module 1 - The Effective Manager

## Aim

Moving from being a manager to a leader is a process of transition. Managers need to be equipped with leadership traits that will make them successful leaders. The ability to communicate effectively and connect with people becomes a very desirable trait for a manager moving up the ladder of leadership.

The objective of the program is to assist the participants to master the art of effective communication, to balance self, home, social and work life to learn skills to bring out the best in people and move beyond achieving results to experience the infinite energy that can be the outcome of collaborative teaming.

## Outline

In this program, participants will learn:

1. The fundamentals of communication
2. Ways to establish credibility and authority
3. The art of persuasion, connecting emotionally
4. To manage stressful conversations
5. To understand one's strengths, values, relationships and responsibilities for a richer life
6. How to link Capacity and Performance
7. Deal with Failure
8. What are the drivers of great performance
9. To adapt leadership styles that suit the team
10. To understand what motivates people and build trust
11. To support new entrants into managerial roles
12. To be a success with the boss
13. To move beyond self and boost team performance
14. To be able to motivate diverse groups to action
15. To get results out of non-cooperative teams
16. To increase the emotional intelligence quotient in teams

## Pedagogy

Interactive learning sessions with a mix of personal explorations, concept sessions as well as group activities.

## Who should attend?

All professionals who seek to move from being a manager to a leader.

<b>SM Series - The Effective Manager</b>	
Communication (19thSEPT)	Dr. Devyani Rozario
Self (20thSEPT)	Ms. Karuna Chavan
People Management (21stSEPT)	Dr. Devyani Rozario
Teaming (22ndSEPT)	Mr. Shankar & Mr. Pavan Savant

## **Registration Fees**

Fee Structure: Rs. 20000/- Per Module (2Days) +18 % GST Tax

- a. Early Bird – 5% Discount
- b. 10% Discount for more than 1 participant
- c. 15% Discount for Members

Cheque / DD in favour of 'Bombay Management Association

## **For more details, contact:**

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**Note:** During each program, there would be an experience sharing by an eminent speaker from industry, public & Armed Forces who are experts in their respective fields.