

Presents

# The **smart** manager series

THE NEXT LEVEL LEARNING

In a global economy, skills and competencies desirable for corporate managers and executives have to be at par or have an edge above their counterpart in competing organizations. 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. The modules are specially designed with concepts from Harvard Business Review, McKinsey and other leading publications bringing to the table deeper insight and value.

Conceptualization of the structure and content of the modules of this management development program, insight 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.

The series is offered in two sets, one which has 8 modules of 2 days each and the other 2 modules of 4 days each. It offers flexibility to individuals to attend all the programs or choose the program they feel is most relevant to their current role.

**Option 1 is a basket of eight programs of 2 days each:-**

1. Mastering the Art of Communication
2. Managing Self for Success
3. People Leadership
4. Collaborative Teaming
5. The Next Level Leadership
6. Managing Change

7. Strategy & Execution
8. Decision Making Simplified

**Option 2 is a set of 2 modules of 4 days each:**

Module 1 (4 days) – titled 'The Effective Manager'

Module 2 (4 days) titled 'Leadership - Simplified for Managers'

This two set module has been designed to give a good exposure in one go to senior managers aspiring to become successful in their leadership pursuits and assignments.

**Open MDP as well In-House MDP for Corporates**

Considering the importance of these teachings to individual participants and as well the requirement at organizational level, BMA would offer each of above categories as Open MDP – workshop where any registered delegate will attend and also as a dedicated program for a particular organization.

**Who should attend:**

Executives having 5-6 years and more experience in role of managing teams, projects and business.

Program has been designed for suiting learning requirements of executives working in any discipline. Executives at senior management roles can also take up these learning as refresher program having insight of global managerial practices.

**Venue, Registration Fees and Dates for Open MDP:**

Each of two day workshop and 4 day workshop along with details of venue, registration fees and details of faculty will be available at BMA website: [www.bma-india.com](http://www.bma-india.com)



## Why BMA?

BMA has the distinction of being an organization with over 2400 members comprising of renowned Public Sector and Private Sector corporates as well as individuals from various walks of life. BMA being a Management Association believes in adding value to organizations by providing inputs to improve performance through management development programs which are beyond generic programs through experienced faculty who have relevant industry experience ranging from 20 to over 30 years. Being a professional body, BMA has access to the best of faculty from Industry, research and academic institutions. BMA has been conducting over 50 MDPs each year with excellent feedback.

**Faculty:** The program modules have been created by highly experienced faculty, who have garnered knowledge from their stint in Corporates and by delivering such programs for India's premier Institutes, for CII and other renowned Corporates. During each program, there would be an experience sharing by a speaker from industry, public or armed forces.

## Pedagogy

Interactive Learning Sessions, Case Study based analysis and discussion.

Details of each model is given below:

### Mastering the Art of Communication

#### Objective

Great leaders are great communicators! Miscommunication is perhaps the cause of most failed negotiations or relationships. The objective of the program is to assist the participants to learn the art of being an authentic speaker, acquire persuasion skills, to pitch great ideas, manage difficult conversations and overall master the art of effective communication.

#### Outline

In this program, participants will learn:

1. How to be an authentic speaker and connect with the audience
2. Ways to establish credibility and authority
3. The art of persuasion, connecting emotionally
4. The power of talk to inspire others to action
5. To foster collaboration
6. To pitch a brilliant idea
7. To manage stressful conversations

### Managing Self for Success

#### Objective

Self is at the core of all action. Therefore managing self is the key to being successful at a personal level as well as at the professional level.

The program aims to equip participants balance self, home, social and work life, to be positive and energized, understand the deepest values and be able to bounce back from difficult times.

## Outline

In this program, participants will learn:

1. To understand one's strengths, values, relationships and responsibilities for a richer life
2. To understand who's got the monkey? – Time management principles and practice
3. How resilience works
4. How to link Capacity and Performance
5. About Attention Deficit Trait (ADT)
6. To deal with Demands - Developing Resources and Alternatives
7. Deal with Failure
8. What are the drivers of great performance People Leadership

### People Leadership

#### Objective

People Management is at the core of success for any Leader. A leader's singular job is to get results. So what is it that makes the leader to spark the best performance out of the team?

The objective of the program is to assist leaders to learn what people leadership is about and to identify what skills they need to sharpen or acquire for being successful leaders who bring out the best in people.

#### Outline

In this program, participants will learn:

1. To adapt leadership styles that suit the team
2. To understand what motivates people
3. To build trust
4. To build great teams
5. To support new entrants into managerial roles
6. To learn from failures
7. To be a success with the boss

### Collaborative Teaming

#### Objective

Teaming is challenging in organisations particularly those that have multi-cultural employees or those with wider generation gap.

It is also very difficult when you have a set of people competing to go up the ladder of success.

The program is designed to help the participants to understand their roles and move beyond in achieving results with collaboration and experience the infinite energy that can be the outcome of collaborative teaming.

#### Outline

In this program, participants will learn:

1. To move beyond self and boost team performance
2. To be able to motivate diverse groups to action
3. To enable decisions despite hurdles
4. To get results out of non-cooperative teams
5. To support decisions with authentic data
6. To increase the emotional intelligence quotient in teams
7. To overcome self and become a supportive team member

## The Next Level Leadership

### Objective

A great leader has the ability to motivate teams and get higher performance. The program aims to help participants to appreciate that Leadership is the capacity to translate Vision into Reality. Participants will gain an understanding of what makes a good leader, who is an effective executive, the fundamentals of leadership and how to understand their own leadership styles and work upon them, transforming them into the next level leader!

### Outline

In this program, participants will learn:

1. What Makes a Leader?
2. What makes a great Executive?
3. Crucibles of Leadership
4. Dare to be different
5. Action based on logic
6. To discover their own leadership style
7. Transformational leadership

## Managing Change

### Objective

People often mistake change as an event, when, in reality it is a process of transformation. Change truly is the disruptive element in a person's life - personal or work.

The program aims at helping participants to understand the process of change, why change initiatives fail, how to implement change in a manner that gets buy in from the target group and how to make the transformation effort less painful.

### Outline

In this program, participants will learn:

1. To create a vision and communicate the vision- Empower others to act
2. Change through Persuasion by setting the stage for acceptance
3. To implement Radical Change in a Silent Way
4. To break through hurdles
5. To manage self and environment
6. Why people find it difficult to change
7. The Hard Side of Change Management-Using the DICE framework

## Strategy & Execution

### Objective

A successful leader is also a good strategist is an accepted norm but what goes into making a leader a strategy expert is another fact. Effective execution needs a well implemented set of actions. But first,

a well thought out plan has to be put in place. Thus, it is important to avoid confusion between tactics and strategy. Strategy guru Michael Porter says "competitive strategy is about being different... to deliver a unique mix of Value". In a competitive uncertain business environment, companies with clear strategic thinking will survive and prosper. How to be one of them?

The program will navigate participants through three distinct arenas of Strategy Formulation viz. making choices, be prepared for Trade offs and choose to be different. It will make tacticians into strategists, soldiers into Generals.

### Outline

In this program, participants will learn:

1. What is Strategy?
2. What shapes Strategy?
3. To chart out the organization's future
4. New Business Models
5. The art of differentiation
6. To prepare for the future while competing in the present
7. The Blue ocean strategy and other strategy models
8. To be successful in strategy execution

## Decision Making Simplified

### Objective

Problems are part of work life. Dealing with problems and decision making is crucial to the success of a leader as well as the organization. Often managers hesitate to take decisions due to fear of failure.

The program aims at helping managers to understand various approaches to Decision Making. Participants will learn about problem solving techniques that will help to improve their decision making skills and re-orient them towards taking calculated risk.

### Outline

In this program, participants will learn:

1. To evaluate risks before taking decisions
2. To check out cause and effect of reasoning
3. To take bold decisions by challenging the present format
4. To support decisions with authentic data
5. To check decisions through pilot projects
6. To support new entrants into managerial roles
7. To overcome indecisiveness
8. To be able to accept criticism in a positive way

## Facilitators and Mentor:

The programs would be facilitated by experienced trainers and in each of the programs, there would also be a special session by an invited speaker from industry, with distinctive experience in the said field.

★ On the successful completion of the program the participant will be awarded the certificate of merit

- ★ The Outstation participants will be assisted in finding a suitable accommodation.
- ★ Fee Structure: ₹ 15000/- per Module (2 Days) + 15% Service Tax
  - a) Early Bird - 5% Discount
  - b) 10% Discount for more than 1 Participant
  - c) 15% Discount for Members



**Dr. Devyani Rozario** comes with thirty-two years of rich experience in Marketing and policy making with government teams. Superannuated from BPCL as Deputy General Manager. Instrumental in implementation of the Direct Benefit Transfer of LPG (DBTL) subsidy scheme in India which has entered into the Guinness World Records for being the 'Largest cash benefit program (households)' in the World. Certified Trainer from Dale Carnegie, has two certifications from Trinity College, London on Communication Skills, is a Trainer with Dale Carnegie Training Consultants and a Freelance Corporate Trainer, specialising in soft skills.



**Mr. Shailesh Sheth** is a Corporate Strategy Adviser, Management + Manufacturing Technology. Senior National Consultant, UNIDO, Vienna. 2001-2014. Independent Director in Several Companies, Corporate Strategy Advisor, Endress+Hauser, Switzerland. 1995-2007. Core competencies are strategic planning and implementation, international linkages in manufacturing and marketing, joint ventures and collaborations, mergers + making his training programs/workshops Experiential, Engaging and Fun with real life examples than mere knowledge transfer. He also has varied interests in other areas like playing Cricket, Carrom, Pool, Table Tennis, Tennis, Reading philosophical books, Singing and listening to music and Practicing Silence.



**Ms. Chhaya Sehgal** spent initial 15 years in Navratna Public Sector Company HPCL in all the finance departments. Set up 'THE WINNING EDGE' and for the last 17 years training, consulting and coaching in Government, Public Sector, Private Sector and Multinational Organisations. Active association with various professional bodies like: IMCI, ISTD, IIPA, IEEMA, NACEN, CII, IMC etc. Visiting faculty for 20 years for MMS, MFM and MHRDM courses in Mumbai University at JBIMS, WE SCHOOL, NMIMS etc.



**Ms. Karuna Chavan** is Bachelor of Technology from Indian Institute of Technology (IIT), Mumbai and Masters in Personnel Management from Tata Institute of Social Sciences (TISS), Mumbai. She has over 20 years of experience in Human Resources Management, Training and Coaching and held key HR positions in Godrej GE Appliances Ltd, Godrej & Boyce Mfg. Co. Ltd, Castrol and HPCL. She has learnt Vipassana meditation, Sudarshan Kriya & Yoga and is also trained in Reiki, a form of spiritual healing.



**Mr. Shanker Viswanath** is a Fellow Chartered Accountant with over 30 years of rich local and international experience with various Multi National Companies in the areas of Finance, Audit, Consulting and Operational aspects. He is also a Professionally Certified Train the Trainer, Soft Skills Trainer, Speaker and Writer with approximately 25,000 hours of training experience to his credit and has trained over 3500 participants. He believes in making his training programs / workshops Experiential, Engaging and Fun with real life examples than mere knowledge transfer. He also has varied interests in other areas like playing Cricket, Carrom, Pool, Table Tennis, Tennis, Reading philosophical books, Singing and listening to music and Practicing Silence.



**Mr. Shreekant Shiralkar** is a senior management professional and trainer and currently working as principal consultant with Tata Consultancy services. He has authored nine no. of books, most recent is "IT through Experiential Learning". He has lead multiple organizational transformation and change management for large companies and has been engaged in training managers and executives through renowned Institutes like Shailesh Mehta School of Management, IIT, Bombay.



**Mr. Pavan Savant** is an Engineer, MBA (Marketing) with over 20 years of rich experience in middle & senior level management roles in various Blue chip companies across diverse industries like Telecom, Petrochemicals & Information Technology. His exposure pans across domains of Project & Program Management, Business Planning & Strategy, Process Improvement, Sales & Marketing and Auditing. Pavan believes that "Knowledge is Power" and his aim is to do capacity building in the social development sector.

## Mentor

**Mr. M. D. Agarwal**, President, Bombay Management Association, Advisor and Sr. Consultant at TCS, Global Oil & Gas Practice, Former General Manager at BPCL, Visiting faculty at School of Management, IIT Mumbai. Former President, Computer Society of India, Apex body of IT Professionals (2010-2012). Former President, South East Asia Regional Computer Confederation (2010-2012).

A Change motivator contributed to leadership and transformational role during last 3 decade of his career for both, corporates and professional bodies.