Objective

To develop skills to be more effective in different managerial roles in organizations.

Effectiveness involves doing the right things. Effectiveness is particularly important in the case of managers, as they are responsible for the performance of others. Effective managers improve the overall effectiveness of the organization. They translate their ideas and intelligence into results, and ultimately make themselves successful.

Contents

- Understanding Self (as a manager), Group processes and Organization
- Organization-Environment Interface: Strategic Dimensions
- Designing Organizations for Enhancing Organizational Effectiveness
- Managerial Effectiveness: Developing skills
  - Working Effectively in Groups,
  - Negotiation
  - Organizational Communication
- Managerial Effectiveness: Understanding Finance
- Managerial Effectiveness: Learning and Unlearning
  - Managing Boss and Managing Subordinates
  - Leading Teams

For Whom

Middle and senior level managers. It would be preferable if two or more managers from the same organization are nominated, though number of nominations per firm is not a constraint.

Nominations and Inquiries

Nominations should reach the Officer-Executive Education latest by February 15, 2016.

Organizational sponsorship is generally required, but can be waived in case the participant is likely to gain significantly from the programme for personal improvement or greater job effectiveness.

All nominations are subject to review and approval by the programme faculty (usually after the due date for receiving nominations). A formal acceptance letter will be sent to selected nominees accordingly. Nominees are requested to make their travel plan only after receiving the acceptance letter.

For nomination forms and more information, please contact:

Officer - Executive Education
Indian Institute of Management, Ahmedabad
Vastrapur, Ahmedabad 380 015
Phone: +91-79-6632 4072-78, 4081
Fax: +91-79-2630 0352 (ExEd)/2630 6896 (General)
E-mail: exed@iimahd.ernet.in
Website: www.iimahd.ernet.in/exed

Venue and Accommodation

The programme will be held at the Indian Institute of Management, Ahmedabad. Participants get full board and air-conditioned single room accommodation on the Institute campus.

IIMA norms do not allow participants to have any guest stay with them during the programme.
Programme Fee and Payment

Rs. 1,20,000 (+14.50% Service Tax) per person for participants from India and equivalent US Dollars for participants from other countries. The fee includes tuition fees, programme materials, board and lodging.

The programme fee should be received at the Executive Education Office latest by February 15, 2016. In case of cancellations, the fee will be refunded only if a request is received at least 15 days prior to the start of the programme. If a nomination is not accepted, the fee will be refunded to the person/organization concerned.

The programme fee can be paid in one of these three ways:

[A] Electronic Fund Transfer:
1. Name of Beneficiary: Indian Institute of Management, Ahmedabad
3. Name of Remitter: ___________ (Please mention the name of the sponsoring organization)
4. Purpose of Remittance: Managerial Effectiveness
5. IIMA Permanent Account Number (PAN): AAATI1247F
6. IIMA Tax Deduction Account Number (TAN): AHMI00189A
7. IIMA Service Tax Registration Number: AAATI1247FST001

After making the payment, please e-mail us the complete transaction details immediately so that we can connect your remittance to your nomination.

[B] Payment Gateway
Please visit IIMA website (www.iimahd.ernet.in/exed) for more information.

[C] Demand draft/cheque payable at par at Ahmedabad
The cheque/draft should be in favour of "Indian Institute of Management, Ahmedabad" and sent directly to Executive Education Office through courier or speed post.

Group Discount
- Any organization sponsoring 3 or 4 participants to a programme will be entitled to a discount of 7% on the programme fee payable.
- Any organization sponsoring 5 or more participants to a programme will be entitled to a discount of 10% on the programme fee payable.
- Any organization sponsoring 25 or more participants across all the programmes in one academic year will be entitled to a discount of overall 15% on the programme fee payable.

The above discounts will be applicable only when the requisite numbers of participants actually attend the programmes.
Alumni Association

Please note that participants who are attending short-duration Executive Education Programmes for the first time, on or after April 1, 2012, will have to attend a total of 21 days in one or more programmes to be eligible for alumni status and alumni identity card, both of which will be awarded on payment of one-time alumni fee of Rs.10,000.

Indian Institute of Management, Ahmedabad (IIMA)

IIMA was set up by the Government of India in collaboration with the Government of Gujarat and Indian industry as an autonomous institution in 1961. The Institute provides education, training, consulting, and research facilities in management.

Major Programmes Offered by IIMA

- Two-Year Post-Graduate Programme in Management (equivalent to MBA)
- Two-Year Post-Graduate Programme in Food and Agribusiness Management (equivalent to MBA)
- Fellow Programme in Management (equivalent to Ph.D.)
- One-year Post-Graduate Programme in Management for Executives (PGPX)
- Executive Education Programmes (EEP) for industry, business, agricultural and rural sectors, and public systems covering education, health, transport, and population
- Faculty Development Programme for teachers in universities and colleges

The Institute has about 96 faculty members working in the following management areas and sectors:

Disciplinary Areas:

- Business Policy
- Communications
- Economics
- Finance and Accounting
- Information Systems
- Marketing
- Organizational Behaviour
- Personnel and Industrial Relations
- Production and Quantitative Methods

Interdisciplinary Centres and Groups:

- Centre for Innovation, Incubation, and Entrepreneurship
- Centre for Infrastructure Policy and Regulation
- Centre for Management in Agriculture
- Centre for Management of Health Services
- Centre for Retailing
- Gender Resource Centre
- IIMA-Idea Telecom Centre of Excellence
- India Gold Policy Centre
- Insurance Research Centre
- Public Systems Group
- Ravi J. Matthai Centre for Educational Innovation

Kasturbhai Lalbhai Management Development Centre (KLMDC), located on the IIMA main campus, and International Management Development Centre (IMDC), located on the new campus, provide an academic and learning environment for participants of the Executive Education Programmes. All rooms at KLMDC and IMDC are air-conditioned and have internet connectivity. They have separate dining halls, a reading lounge, classrooms and auditorium (with audio-visual and computer projection facilities), syndicate rooms and computer lab. The campus is wi-fi enabled. Recreation facilities exist for indoor and outdoor games (badminton, basketball, billiards, carom, chess, cricket, football, squash, TT, and volleyball). Participants can also take advantage of the Institute’s library.