



# BARODA MANAGEMENT ASSOCIATION

(Affiliated to All India Management Association, New Delhi)



ISO 9001:2008 CERTIFIED ORGANISATION

ANMOL PLAZA, 2<sup>nd</sup> Floor, Old Padra Road, Baroda – 390 015.

Tel.: 2344135, 2353364 \* Telefax: (0265) 2332919

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ISO 9001: 2000 for “Design & Implementation of Management Development and Training Programme”

## TRAINING CALENDAR FROM MAY '10 to MAY'11

Sr. No.	Name of the Topic	Month/Date	Duration
1.	Communicative English, Business Etiquettes & Personality Development	13-14 May	2 days
2.	Effective Presentation Skills	17 May	1 day
3.	Effective Field Sales Management	31 May- 3 June	4 days
4.	Enhancing Managerial Skills	12 June	1 day
5.	Developing Tomorrow's Leaders Today	First half of July	1 day
6.	Emotional Intelligence	First half of July	1 day
7.	Goal setting & Target Achievement	Second half of July	1 day
8.	Labour Laws	First half of August	1 day
9.	Benchmarking and Process Re-engineering	Second half of August	1 day
10.	Time Management	Second half of August	1 day
11.	Mind Mapping	First half of Sept.	1 day
12.	Project Management	Second half of Sept.	1 day
13.	Supervisory Development	First half of Oct.	1 day
14.	Finance for non Finance Executive	Second half of Oct.	1 day
15.	Train the Trainers	Second half of Oct.	1 day
16.	Total Quality Management (TQM)	First half of Nov.	1 day
17.	Assertive Skills	Second half of Nov.	1 day



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18.	Enhancing Managerial Skills	Second half of Nov.	1 day
19.	Communication and Presentation Skills	First half of Dec.	1 day
20.	Kaizen “5-S” for Good Housekeeping Management	Second half of Dec.	1 day
21.	Understanding the intricacies of Stock Market	First half of Jan. '11	1 day
22.	Cost Reduction Techniques	Second half of Jan.'11	1 day
23.	Self Development – Building Personal and Professional Effectiveness	First half of Feb.'11	1 day
24.	Managing Stress for better productivity	Second half of Feb.'11	1 day
25.	Budget Analysis And Impact of Budget on Excise and Service Tax	First half of March'11	1 day
26.	Successful Marketing In 21 <sup>st</sup> Century	First half of March'11	1 day
27.	Integrated Supply Chain Mgt.	Second half of March'11	1 day
28.	Problem Solving Tools	Second half of March'11	1 day
29.	Leadership Challenge	First half of April'11	1 day
30.	Effective Sales Management	Second half of April'11	1 day
31.	7 principles of highly effective people	Second half of April'11	1 day
32.	Labour Laws	First half of May' 11	1 day
33.	Internal Customer Orientation	First half of May'11	1 day
34.	Planning for the Post Retirement Life	Second half of May'11	1 day

**NOTE:** Above are tentative dates, which will be confirmed at appropriate time, along with the names of the Faculties.