

# MANAGEMENT DEVELOPMENT PROGRAMME

on

## HIGHER EFFICIENCY, EFFECTIVE BEHAVIOUR AND ETHICS



**MANAGEMENT DEVELOPMENT ACADEMY**

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## About the Academy

The Management Development Academy is a non-profit charitable society registered in Rajasthan. It is devoted to the cause of spreading positive thinking among the **government personnel** and among teachers and students. We conduct training programmes and publish standard motivational books, the savings from which are used for providing assistance to the needy students of schools and of higher education.

The Academy is headed by its Chief Patron, **Shri D R Mehta**, IAS (Rtd.) former SEBI Chairman and **Prof. Ramesh K Arora**, Ph.D. (Kansas, USA) as its Chairperson. It has stellar faculty of national and international standing, known for its competence and vast experience in conducting most enriching training programmes.

## Title of the Programme Management Development Programme

### Objectives

1. To enhance the competence of trainee officers in effectively handling their responsibilities.
2. To transform their attitude towards life, work and organization in a positive manner and to inculcate in them qualities of motivational leadership, team building and effective communication.
3. To develop in them skills of time management and virtues of work culture.
4. To inculcate in them values of organizational loyalty and ethics.
5. To make them increasingly stressless and happier in their life and work.

### Participants

There can be two separate modules of the programme.

1. For senior and middle level officers
2. For junior executive level (Section Officers and below)

It will be appropriate if separate courses are organized for senior and junior personnel. The size of each group could be 35 to 40 participants.

### Duration

The programme will be for two days. One-day programme can also be organized. Dates can be decided through mutual consultation.

### Nature of Sessions

Participatory

## Techniques to be Used

Lecture method, Use of A-V aids, Group Discussions, Exercises, Tests and Management Games.

## Resource Persons

Eminent and experienced faculty, comprising IAS and IPS officers, State Service officers, academicians and professionals.

## Distinguished Patrons and Resource Persons

Shri D R Mehta, Shri P N Bhandari, Dr. Lalit K Panwar, Shri B L Sharma, Shri D B Gupta, Shri Umesh K Mishra, Shri Anand Kumar, Dr. Samit Sharma, Shri Rajendra Bhanawat, Shri S S Bissa, Prof. Ramesh K Arora, Dr. Satish K Batra, Dr. Anil Mehta, Shri R S Batra, Shri Abhishek Arora and others.

## Venue

Conference Hall of the concerned Department/Organization.

## Themes of Sessions

Each training programme will have sessions in tune with the specific needs of the trainee group and its organization. However, a few useful themes are listed below which may form the content of the programme. The selection of themes will be made in consultation with the concerned organization.

1. Developing a Positive Personality
2. Art of Happiness
3. Leadership Wisdom
4. Senior-Subordinate Relationship
5. Team Building
6. Rational Decision Making
7. Attitudinal Change
8. Positive Human Behaviour
9. Motivating Self and Subordinates
10. Effective Communication Skills
11. E-mail Management
12. Time Management and Work Culture
13. Stress Management
14. Work-Life Balance
15. Group Dynamics
16. Excellence in Life and Work
17. Yoga, Pranayam and Meditation
18. Creativity and Innovation
19. Ethics in Life and Work
20. Effective Office Procedure

## Reading Material

We shall provide two to three books on self-development, motivation, human behaviour and happiness to each participant.

## Our Publications



## Expectation from the Department / Organization Concerned

1. Conference or Seminar Hall
2. LCD, Laptop, Mike and White Board
3. Lunch and Tea for Participants

## Impact

The proposed programmes will enhance the level of competence, excellence, happiness, ethics and positivity in the behaviour of trainee officers.

Almost all departments, corporations, companies and boards of the Government of Rajasthan have been our happy clients.

### Contact Persons

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