Management Development Programme

Effective Communication Skills

14-15 September 2012

(Non-Residential)

Programme Directors
Dr. Nandini Bajaj & Dr. Nidhi Maheshwari

Asia-Pacific Institute of Management

Asia-Pacific Institute of Management (AIM) is ranked amongst the top Business Schools in the country. Established in 1996, the institute has achieved a status of distinction by following the path envisioned by its founders. Their passion for supreme quality management education is evident in every endeavor undertaken at the institute. Asia-Pacific is proud of its faculty consisting of dedicated thought leaders, an infrastructure that can compete with the best and a curriculum that is upgraded regularly to keep in tune with industry needs. Concerted effort on the part of the management, the faculty and the staff enables Asia-Pacific to groom business leaders capable of contributing towards a global corporate order. A robust interface with Industry is ensured through guest lectures, industry visits and industry training opportunities. A mutually beneficial relationship is encouraged between the industry and the academia through a mutual exchange of practical and conceptual aspects of management knowledge.

Location

Asia-Pacific Institute of Management is situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Santa Vihar, New Delhi.

Dr. Bajaj has presented and published papers in National and International conferences and journals. She was part of editorial team of GMR Journal. Dr. Nandini Bajaj’s current interests are in the areas of Business Communication and OB / HR.

Dr. Nidhi Maheshwari

Professor Nidhi Maheshwari has an insatiable interest in human psychology and organizational dynamics. Her Ph.D. thesis is a pioneering work in the area of spirituality and workers' productivity. Her conviction to metaphysics can well be conceived as a formidable step towards human motivation that has more or less remained an under-explored territory. Her unique methodology clubbed with her potential to deliver has made her an energetic young entrepreneurial trainer. Her clientele includes corporates like IFFCO, Bajaj Allianz, KDK Softwares, Oberoi Group of Hotels etc.

Asia-Pacific Institute of Management

Asia-Pacific Institute of Management (AIM) is ranked amongst the top Business Schools in the country. Established in 1996, the institute has achieved a status of distinction by following the path envisioned by its founders. Their passion for supreme quality management education is evident in every endeavor undertaken at the institute. Asia-Pacific is proud of its faculty consisting of dedicated thought leaders, an infrastructure that can compete with the best and a curriculum that is upgraded regularly to keep in tune with industry needs. Concerted effort on the part of the management, the faculty and the staff enables Asia-Pacific to groom business leaders capable of contributing towards a global corporate order. A robust interface with Industry is ensured through guest lectures, industry visits and industry training opportunities. A mutually beneficial relationship is encouraged between the industry and the academia through a mutual exchange of practical and conceptual aspects of management knowledge.

Location

Asia-Pacific Institute of Management is situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Santa Vihar, New Delhi.

Dr. Bajaj has presented and published papers in National and International conferences and journals. She was part of editorial team of GMR Journal. Dr. Nandini Bajaj’s current interests are in the areas of Business Communication and OB / HR.

Dr. Nidhi Maheshwari

Professor Nidhi Maheshwari has an insatiable interest in human psychology and organizational dynamics. Her Ph.D. thesis is a pioneering work in the area of spirituality and workers' productivity. Her conviction to metaphysics can well be conceived as a formidable step towards human motivation that has more or less remained an under-explored territory. Her unique methodology clubbed with her potential to deliver has made her an energetic young entrepreneurial trainer. Her clientele includes corporates like IFFCO, Bajaj Allianz, KDK Softwares, Oberoi Group of Hotels etc.

Asia-Pacific Institute of Management

Asia-Pacific Institute of Management (AIM) is ranked amongst the top Business Schools in the country. Established in 1996, the institute has achieved a status of distinction by following the path envisioned by its founders. Their passion for supreme quality management education is evident in every endeavor undertaken at the institute. Asia-Pacific is proud of its faculty consisting of dedicated thought leaders, an infrastructure that can compete with the best and a curriculum that is upgraded regularly to keep in tune with industry needs. Concerted effort on the part of the management, the faculty and the staff enables Asia-Pacific to groom business leaders capable of contributing towards a global corporate order. A robust interface with Industry is ensured through guest lectures, industry visits and industry training opportunities. A mutually beneficial relationship is encouraged between the industry and the academia through a mutual exchange of practical and conceptual aspects of management knowledge.

Location

Asia-Pacific Institute of Management is situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Santa Vihar, New Delhi.
Introduction about the Programme

Understanding how individuals and groups behave in organisations and why they perform in the way they do is the most challenging issue for managers and professionals. To understand the perspective of an individual and to establish ‘connect’ between the organisational objectives and the individual it is essential to understand verbal and non-verbal communication. In this regard, this program is developed to understand the variety of behaviour and to highlight some issues that a communicator should consider in order to make effective written and oral communication.

Objectives

To provide key inputs to the participants on the concept like:

- Demonstrate improved intra and inter personal skills
- Problem solving approach to organisation communication
- Enhancing the oral and written communication skills

Contents

- Intra and Inter personal Communication Skills
- Organisational Communication
- Listening Skills and Body Language
- Organising and writing Business messages
- Preparing and Delivering Winning presentations
- Communicating through information technology

Pedagogy

- Demonstrations
- Management Games
- Interactive Discussions and Role Plays
- Lecture-cum-discussion
- Case Studies

For Whom

All level Executives and Entrepreneurs

Invited Resource Faculty

Prof. B.D. Singh

Prof. B.D. Singh holds M.A. (Ht.) degree from Patna University and M.A. & (J.S.W.) & L.L.B from Ranchi University. He did his MBA, (condensed) from IMI, Calcutta. He worked in various capacities in SAIL, RINL and lastly at NALCO, from where he retired as Director (Personnel). Besides exposure to a number of national & international training programmes, he completed Advance Management programme from ASO, Hyderabad. Prof. Singh is widely travelled, which includes visits to South-east Asia, Middle-east Asia, Europe, USA, Canada, Japan & Australia. He was the Chairman of Utkal chapter of NIPM for two consecutive terms and is also life member of NIPM. He is also associated with HRD Network of India & ISTD, holding the post of co-Chairman of the Diploma Board of ISTD. He is also associated with many management institutes like ASO, IMI, XIMB, FORE, LBS, IGNOU as a visiting faculty. Prof. Singh’s was associated as Professor HRM with MDI, Gurgaon and Dean MDP and Consultancy at IMT, Ghaziabad. He has above 45 publications on HR, IR & General Management topics and a book ‘Industrial Relation: Emerging Paradigms to his credit. He does consultancy and training with MUL, Hero-Honda, IPO, BALCO, SAIL, KPMG, SBI, AAI etc. He is in the editorial Board of ‘Abhiyagn’, published from Fore School of Management and ‘AWARD’, a national journal published by V.V. Giri National Labour Institute.

Venue & Duration

The MDP will be held at Asia-Pacific Institute of Management situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Santa Vihar, New Delhi on non-residential basis.

Programme Fee (residential)

10000+12.36% Service Tax per Participant

Registration Remittance

Certification of participation will be awarded to each participant.

Enquiry

For any information, please write or e-mail to The Senior Manager (MDP), Asia-Pacific Institute of management

Program Directors

Dr. Nandini Bajaj

Dr. Nandini Bajaj is M.A., M.Ed, PGDD, D.M.S, and is working as Assistant Professor of Business Communication & Personality Development in Asia-Pacific Institute of Management. She has more than 22 years of experience in industry and academia including in leading B-Schools like International School of Business and Media, Jain School of Business, Kirloskars etc. She has conducted more than 60 MDPs in companies like BAE-HAL, HAL, JSW, KMC, Fire Pro, and Aditya Birla Group etc. to name a few and trained more than 3000 executives from CEO, VP level to senior, middle and entry levels across Pan Indian locations. Dr. Nandini Bajaj has conducted MDPs on diverse topics like Leadership & Team building, Communication & Presentation skills, Conflict Management & Negotiation skills, Motivation, Perception, and Time Management. She leverages on contemporary teaching pedagogy to excite and enlighten her students and corporate to get the highest feedback. Recently she ran a year long MDP for KMC construction company covering entry level to senior level engineers holding managerial positions. The main focus of MDP was on communication for building, managing & leading teams, cross functional & cross cultural communication, communication across organizational levels. Presentation skills focused on pursuing, mesmerizing & influencing executives across organizational boundaries & customers organizations. The dynamic change brought about by this program was highly appreciated. Dr. Nandini Bajaj has also handled Consultancy Projects with major MNCs & National companies in areas including Change Management and Organizational Restructuring etc.
Introduction about the Programme

Understanding how individuals and groups behave in organisations and why they perform in the way they do is the most challenging issue for managers and professionals. To understand the perspective of an individual and to establish ‘connect’ between the organisational objectives and the individual it is essential to understand verbal and non verbal communication. In this regard, this program is developed to understand the variety of behaviour and to highlight some issues that a communicator should consider in order to make effective written and oral communication.

Objectives

To provide key inputs to the participants on the concept like:

- Demonstrate improved intra and inter personal skills
- Problem solving approach to organisation communication
- Enhancing the oral and written communication skills

Contents

- Intra and Inter personal Communication Skills
- Organisational Communication
- Listening Skills and Body Language
- Organising and writing Business messages
- Preparing and Delivering Winning presentations
- Communicating through information technology

Pedagogy

- Demonstrations
- Management Games
- Interactive Discussions and Role Plays
- Lecture-cum-discussion
- Case Studies

For Whom

All level Executives and Entrepreneurs

Invited Resource Faculty

Prof. B.D. Singh

Prof. B.D. Singh holds M.A. (Hl.) degree from Patna University and M.A. & (L.S.W.) & L.L.B from Ranchi University. He did his MBA (condensed) from IMI, Calcutta. He worked in various capacities in SAIL, RINL and lastly at NALCO, from where he retired as Director (Personnel). Besides exposure to a number of national & international training programmes, he completed Advance Management programme from ASQ, Hyderabad. Prof. Singh is widely travelled, which includes visits to South-east Asia, Middle-east Asia, Europe, USA, Canada, Japan & Australia. He was the Chairman of Utkal chapter of NIPM for two consecutive terms and is also life member of NIPM. He is also associated with HRD Network of India & ISTD, holding the post of co-Chairman of the Diploma Board of ISTD. He is also associated with many management institutes like ASQ, IMC, XMIB, FORE, LBS, IGNOU as a visiting faculty. Prof. Singh’s was associated as Professor HRM with MDD, Gurgaon and Dean MDP and Consultancy at IMT, Ghaziabad. He has above 45 publications on HR, IR & General Management topics and a book ‘Industrial Relation: Emerging Paradigms to his credit. He does consultancy and training with MUL, Hero-Honda, ITC, BALCO, SAIL, KPMG, SBI, AAI etc. He is in the editorial Board of ‘Abhiigyani’, published from Fore School of Management and ‘AWARD’, a national journal published by V.V. Giri National Labour Institute.

Venue & Duration

The MDP will be held at Asia-Pacific Institute of Management situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Santa Vihar, New Delhi on non-residential basis.

Programme Fee (residential)

10000+12.36% Service Tax per Participant

Registration Remittance

Certification of participation will be awarded to each participant.

Enquiry

For any information, please write or e-mail to The Senior Manager (MDP), Asia-Pacific Institute of management

Program Directors

Dr. Nandini Bajaj

Dr. Nandini Bajaj is M.A., M.Ed, PGDD, D.M.S, and is working as Assistant Professor of Business Communication & Personality Development in Asia-Pacific Institute of Management. She has more than 22 years of experience in industry and academia including in leading B-Schools like International School of Business and Media, Jain School of Business, Kirloskars etc. She has conducted more than 60 MDPs in companies like BAE-HAL, HAL, JSW, KMC, Fire Pro, and Aditya Birla Group etc. to name a few and trained more than 3000 executives from CEO, VP level to senior, middle and entry levels across Pan Indian locations. Dr. Nandini Bajaj has conducted MDPs on diverse topics like Leadership & Team building, Communication & Presentation skills, Conflict Management & Negotiation skills, Motivation, Perception, and Time Management. She leverages on contemporary teaching pedagogy to excite and enlighten her students and corporate to get the highest feedback. Recently she ran a year long MDP for KMC construction company covering entry level to senior level engineers holding managerial positions. The main focus of MDP was on communication for building, managing & leading teams, cross functional & cross cultural communication, communication across organizational levels. Presentation skills focused on pursuing, mesmerizing & influencing executives across organizational boundaries & customers organizations. The dynamic change brought about by this program was highly appreciated. Dr. Nandini Bajaj has also handled Consultancy Projects with major MNCs & National companies in areas including Change Management and Organizational Restructuring etc.
Management Development Programme

Effective Communication Skills

14-15 September 2012
(Non-Residential)

Dr. Nandini Bajaj &
Dr. Nidhi Maheshwari

Programme Directors

Asia-Pacific Institute of Management

Asia-Pacific Institute of Management (AIM) is ranked amongst the top Business Schools in the country. Established in 1996, the institute has achieved a status of distinction by following the path envisioned by its founders. Their passion for supreme quality management education is evident in every endeavor undertaken at the institute. Asia-Pacific is proud of its faculty consisting of dedicated thought leaders, an infrastructure that can compete with the best and a curriculum that is upgraded regularly to keep in tune with industry needs. Concerted effort on the part of the management, the faculty and the staff enables Asia-Pacific to groom business leaders capable of contributing towards a global corporate order. A robust interface with Industry is ensured through guest lectures, industry visits and industry training opportunities. A mutually beneficial relationship is encouraged between the industry and the academia through a mutual exchange of practical and conceptual aspects of management knowledge.

Location

Asia-Pacific Institute of Management is situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Sarita Vihar, New Delhi.

Dr. Bajaj has presented and published papers in National and International conferences and journals. She was part of editorial team of GMR Journal. Dr. Nandini Bajaj’s current interests are in the areas of Business Communication and OB / HR.

Dr. Nidhi Maheshwari

Professor Nidhi Maheshwari in her teaching career has earned reputation as a corporate trainer and management researcher. With graduation in mathematics from Mohan Lal Sukhadia University, Professor Maheshwari has MBA from Banasthali Vidyapeeth and Ph.D. from Mohan Lal Sukhadia University, besides LL.B.

Professor Maheshwari has an insatiable interest in human psychology and organizational dynamics. Her Ph.D. thesis is a pioneering work in the area of spirituality and workers’ productivity. Her conviction to metaphysics can well be conceived as a formidable step towards human motivation that has more or less remained an under-explored territory. Her unique methodology clubbed with her potential to deliver has made her an energetic young entrepreneurial trainer. Her clientele includes corporates like IFFCO, Bajaj Allianz, KDK Softwares, Oberoi Group of Hotels etc.

Asia-Pacific Institute of Management

Asia-Pacific Institute of Management (AIM) is ranked amongst the top Business Schools in the country. Established in 1996, the institute has achieved a status of distinction by following the path envisioned by its founders. Their passion for supreme quality management education is evident in every endeavor undertaken at the institute. Asia-Pacific is proud of its faculty consisting of dedicated thought leaders, an infrastructure that can compete with the best and a curriculum that is upgraded regularly to keep in tune with industry needs. Concerted effort on the part of the management, the faculty and the staff enables Asia-Pacific to groom business leaders capable of contributing towards a global corporate order. A robust interface with Industry is ensured through guest lectures, industry visits and industry training opportunities. A mutually beneficial relationship is encouraged between the industry and the academia through a mutual exchange of practical and conceptual aspects of management knowledge.

Location

Asia-Pacific Institute of Management is situated on Delhi–Mathura Road, near Apollo Hospital, Jasola, Opp. Sarita Vihar, New Delhi.