

Nirma University

Nirma University was established in the year 2003 as a statutory university under Gujarat State Act at the initiative of Nirma Education and Research Foundation (NERF). In 1994, founder of Nirma Industries and an internationally renowned entrepreneur Dr Karsanbhai K Patel crystallized his long cherished dream of providing world class facilities for professional education in Gujarat. He established NERF which in turn established, a 125 acre campus, eight institutions within a span of 22 years. Functioning under the aegis of NERF, the university presently includes of a top grade – Institute of Technology (1995), a leading business school – Institute of Management (1996), Institute of Pharmacy (2003), Institute of Science (2004) Institute of Law (2007), Institute of Architecture (2013), Institute of commerce (2016) and Institute of Design (2017). All these institutions have emerged as centers of excellence offering various programmes ranging from undergraduate to doctoral levels in technology, engineering, business, pharmacy, sciences, Law, commerce, architecture and design.

About Institute of Management

Founded on the vision of PadmaShri Dr. Karsanbhai K. Patel, the Institute of Management, Nirma University (IMNU) came into existence in 1996. Embodying the principles of entrepreneurship, excellence and professionalism, it imparts top-class business education and has produced new generation entrepreneurs and managers over the years.

The Institute of Management believes in serious academic pursuit and encourages original and innovative thinking with regard to national and internationally relevant ideas, and policies through intellectually stimulating debates and discussions at all levels. The Institute has built its reputation with a dedicated goal of adding value to life and professional standards.

The Institute, highly rated nationally as a business school, currently offers the following programmes:

- Master of Business Administration (Full Time)
- Master of Business Administration

- (Family Business & Entrepreneurship)
- BBA-MBA Five Year (Integrated) Programme
- Doctoral Programme in Management (Full-Time)
- Doctoral Programme in Management (External)
- Executive Diploma Programme in Management
- Management Development Programmes

About Centre For Continuing Education

Nirma University has established a Centre For Continuing Education with the following objectives:

- To provide Need based Continuing Education, Knowledge, Training etc. in various fields to all stakeholders.
- To assist working professionals in the industry in widening their knowledge base and in improving their skills.
- To arrange Workshops, Lectures, Seminars, Services, on requests.
- To identify employment potential areas and to conduct competency based skilled development programme.
- To conduct Vocational Training to meet the specific needs of industrial businesses.
- To conduct short duration and long duration programmes in Management, Engineering and Technology, Pharmacy, Science, Law and Architecture.
- To conduct Training Programme for Competitive Examinations.
- To coordinate the continuing education programme offered by various Institutes at the University level.

For further details, contact:

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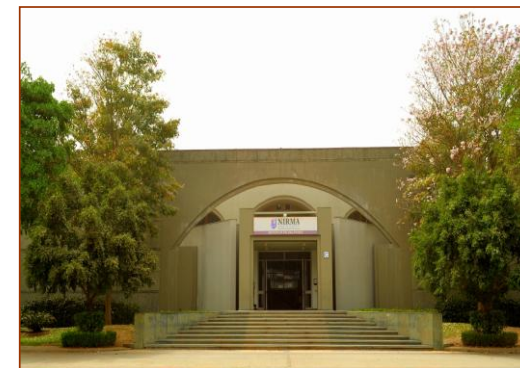
Web site: www.nirmauni.ac.in



Managerial Skills for Supervisory Personnel

Date: August 6-8, 2019

Programme Coordinator
Prof. Sameer Pingle,
Associate Professor with
Institute of Management



Conducted By
Institute of Management,
Nirma University

Organised By
Centre for Continuing Education
Nirma University

Address for Correspondence:

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OBJECTIVE OF THE PROGRAM

Supervision is about building working relationships with employees. Building a trusting relationship takes time. One of the most challenging aspects of supervision is evaluation of employee performance. Evaluations can be a tool to improve performance by establishing goals for and recognizing outstanding performance. They are expected to obtain better performance from their human resources and to do so in an environment that is constantly changing. Good supervisors provide training and development for their employees and are glad to make the investment in refining employee skills. This can benefit the employer by retaining employees and meeting future business needs.

Today's supervisors whether they are in factories, nursing care units, business offices, or retail stores are not successful by using authoritarian direction and close control. Coaching and mentoring of employees is very crucial than directing for supervisors for achieving desired results. They are also responsible for managing quality of product or service in the organization. The program aims at honing managerial skills of supervisors.

OUTLINE OF CONTENTS

- Communication Skills
- Quality Management
- Analytical Skills
- Employee Motivation
- Goal Setting
- Managerial Roles
- People Management Skills

RESOURCE PERSONS

The Faculty of Institute of Management, Nirma University would conduct the programme.

FOR WHOM

Middle level executives/ managers from public and private sector organizations whose role demands working with and leading and supervising teams.

HOW TO APPLY

The applicants are required to send completely filled in application form (photocopy may also be used) along with the registration fees so as to reach the coordinator on or before 02nd August, 2019.

COURSE REGISTRATION FEES

Fees	Types of Participants
Rs.10,500/-	Industry Person

(Note: As per the Govt. Policy, please add CGST (9%) & SGST (9%) to the programme fee.)

Breakfast, Lunch, Tea and Kit (with course materials) will be provided to all the participants. All other expenses are to be borne by the participants.

Registration charges are non-refundable. Participants are required to make their own arrangements for lodging, boarding and travelling. However, on request, the arrangement for accommodation can be made on chargeable basis.

Fee can be paid by Demand Draft/Local Cheque. Demand Draft / Cheque should be drawn in favor of "**Centre for Continuing Education, Nirma University**" payable at Ahmedabad

Programme Time

09:30AM to 05:30PM (All days)

Nirma University
Centre for Continuing Education

APPLICATION FORM

Managerial Skills for Supervisory Personnel

Date: August 6-8, 2019

1. Name _____
2. Age _____ years
3. Designation _____
4. Organization _____
5. Address _____

Phone _____

Mobile _____

Email _____

6. Experience (years) in relevant area (if applicable)
Academic:.....
Industry:.....
7. Demand Draft/Cheque No _____
Dated _____
Bank with Branch _____

Signature of Participant

Date :

Place :

Certified that the above applicant is employed in our organization and the information stated by him/her is verified and found correct. We therefore, sponsor him/her to attend the short term training organized at your institute

Signature of Sponsoring Authority
with Seal