



विद्या परं दैवतम्

IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

(a) Program Title: Effectiveness at Work: Managing Interactions, Stress, and Time

Meeting work goals, to a considerable extent, depends on harmony in workplace relationships, to foster empathy, cooperation, and mutual understanding. Similarly, managing time and stress is needed, not only to meet targets and deadlines, but also to keep oneself updated with the changes in the environment, find time for new challenges, and ensure work-life balance. Easy though it may sound, management of workplace relations, stress, and time remain major challenges for professionals across the world, often because they are as much issues of skill building as they are of attitude modification. This training program builds on the concepts of Transactional Analysis to foster insights into one's own strengths and weaknesses and develop understanding of the aspirations and motives of others in the context of the work. Participants will be provided with an exposure to different adaptive patterns of workplace communication and behavior, effective ways of giving and receiving feedback, and managing stress through by altering behavior patterns and practicing relaxation techniques.

(b) Program Topics: The broad topics/themes covered would be:

- Interpersonal interactions -Johari Window
- Transactional Analysis and effective communication
- Giving and receiving feedback
- Techniques of time management
- Techniques of stress management
- Relaxation Techniques

(c) Program Objectives: It is envisaged that after attending this Program, participants would be able to:

- Gain insights into one's own motivations, emotions, and behavioral patterns, and modify them for better effectiveness;
- Interact with others at work effectively, and communicate well;
- Manage time through use of recognized tools and techniques;
- Manage physiological and psychological stress by managing overload.

(d) Target Audience: Working professionals at all levels; Independent consultants; Entrepreneurs

(e) Pedagogy: Discussion, lectures, experiential exercises, psychological/psychometric tests.

(f) Program Dates: March 9-10 (Mon-Tue), 2020

(g) Program Fee: (per participant)

- Residential: Rs.30,000/- + GST (18%)
- Non-Residential: Rs.24,000/- + GST (18%)

Each subsequent participant (i.e. 2nd participant onward) from the same organization would be eligible for 10% discount, provided the program fee for all participants in full is credited into the bank account of the Institute before the commencement of the Program.

(h) Program Director: Prof. Bishakha Majumdar (bishakha@iimv.ac.in)

(i) Last Date for Nominations: February 24, 2020

(j) Contact Details: For further details on the Program, please contact as follows:

- On the Program content, coverage etc. (i.e. academic matters): Program Director
- On the administrative matters: Mr. Tapas (+91 - 70082 43319; 0891-2824 478); Mail: mdpoffice@iimv.ac.in.