# CONTENTS

| 1. Jaipuria Executive Education        | 4 |
| 2. How Will Our Executive Education Programmes Benefit Your Organization? | 5 |
| 3. Director’s Message                  | 6 |
| 4. Management Development Programmes Calendar | 7 |
|                                            | July 2013- June 2014 |
| 5. Developing Managerial Effectiveness   | 8 |
| 6. Finance For Non-finance Executives    | 9 |
| 7. Enterprise Resource Planning          | 10 |
| 8. Developing Self And Others            | 11 |
| 9. Sales Strategies For Marketing Success | 12 |
| 10. Presentation Skills                  | 13 |
| 11. Negotiation Skills                   | 15 |
| 12. Brand Management                     | 16 |
| 13. General Management Programme         | 17-18 |
| 14. Interpersonal Effectiveness And Team Building | 19 |
| 15. Leadership Development               | 20 |
| 16. Effective Communication For Managers | 21 |
| 17. Senior Management Programme          | 22 |
| 18. Leadership Communication             | 23 |
| 19. Registration                        | 24 |
| 20. Accommodation                        | 25 |
| 21. Meet The Programme Faculty           | 26 |
The house of Jaipurias, headed by Dr. Rajaram Jaipuria, a doyen of textile industry, is a recognized name in the Indian industrial arena. Their flagship establishment, Ginni Filaments and its associated organizations are the acknowledged leaders in the field of textile production and exports. Their success in this field is largely due to their endeavour to evolve and adopt latest technological and managerial innovations.


Established in 2008 by Dr Rajaram Jaipuria, Jaipuria Institute of Management Studies Ghaziabad continues Jaipuria tradition of excellence as the Group's Flagship Institute. It is an autonomous institute approved by AICTE, Ministry of HRD, Government of India. With a sprawling campus in Indirapuram on Delhi- Meerut link road within NCR, it is fast growing as an Integrated Business School with a mandate to contribute in building knowledge capital of the country by providing world class, value based and proactive professionals.

The institute is running Post Graduate Diploma in Management (PGDM), a two year full time programme approved by AICTE and a number of open as well as customized executive education courses. The courses of the Institute have been designed in such a way that the participants get a right blend of strong theoretical foundations, analytical skills and their applications to the functional areas of management. The Institute strives hard to develop well rounded management graduates to meet the demands of management in the present day business environment. The Institute has therefore introduced several structural changes in the curriculum of its courses as per the latest requirement of industry and business through elaborate industry interactions and regular contact with prominent professionals.

The Institute is now moving from traditional approach of classroom teaching to Participative Learning through Case Method of study and experiential learning model by providing participants opportunities to showcase their strengths through professional interactions, peer work, 360-degree feedback and assessment, group activities, video analysis, project assignments, group coaching, case discussions, role plays, business games, and simulations.
Jaipuria Executive Education is a Centre of Excellence of Jaipuria Institute of Management Studies, an autonomous Institute approved by AICTE, Ministry of HRD, Government of India. Established in 2008 by the noted philanthropist industrialist, Dr. Rajaram Jaipuria, Jaipuria Indirapuram Ghaziabad is one of the leading business schools in Northern India. With a sprawling campus on Delhi-Meerut link road within NCR, Jaipuria Indirapuram is fast growing as an Integrated Business School with a mandate to contribute in building knowledge capital of the country by providing world class, value based and proactive professionals.

Executive education is an integral part of the teaching and training portfolio of the Institute which is all set to realize this vital need of the industry by making Jaipuria EE a centre of excellence. Like the best executive education centres of the world, we at Jaipuria EE strongly believe that executive education is a challenging and important enterprise—one that can change lives, change organizations, change systems and processes for better efficiency and effectiveness, and thereby can change the nation and the world.

The activities of Jaipuria EE include management development, leadership development, faculty development, advisory services, learning at work programmes, and consultancy. Its major programmes are:

1. Management Development Programmes (MDPs)
2. Leadership Development Programmes (LDPs)
3. Extended General Management Programmes for Executives (EGMPs)
4. Customized In-Company Programmes (CICPs)
5. Faculty Development Programmes (FDPs)
6. Faculty Orientation Programmes (FOPs)
7. Academic/Faculty Workshops (AWs/FWs)
8. International Executive Education Programmes (IEEPs)

Our mission at Jaipuria EE is, thus, to help organizations achieve to face new challenges of the competitive business environment and achieve their goals by expanding their leadership capability. Addressing the growing need for comprehensive leadership development, JEE prepares professionals, managers, administrators, and executives to achieve personal and professional goals by helping them update their existing knowledge, learn new concepts, explore good management practices, get exposure to critical new perspectives, and develop new competencies and skills.

We, therefore, aim at helping professionals recognize the need for leadership in the changing environment, be aware of organizational competitiveness, appreciate professional complexities as well as interdependencies in various functional areas in an organization, and understand the function of innovative approaches in management and leadership in transforming organizations.

Please visit: www.jimsedu.com
HOW WILL OUR EXECUTIVE EDUCATION PROGRAMMES BENEFIT YOUR ORGANIZATION?

The executive education programmes at Jaipuria Indirapuram Ghaziabad will help your organization develop your people, your real asset that makes you achieve your organizational goals. In the process, we empower you to build an organization that can meet growing challenges of the professional world through effective human resource development. We explore the issues driving the need for change in your people and provide them with innovative and engaging learning opportunities. The participants get access to contemporary thinking and develop the needed insight and attitude to shape a bright future for themselves as well as for their organizations. We provide interactive platforms for exchange of ideas, practices, and approaches.

To be specific, our executive education programmes will benefit your organization in the following ways:

**Help you achieve Competitive Advantage** — We help you achieve competitive advantage by addressing the need for comprehensive people development through quality management development programmes.

**Help transform your company from a good company to a great one** — We collaboratively explore the strategic business issues driving the need for change in your people, and thereby help transform your company from a good one to a great one.

**Infuse new energy into your workforce** — We help your managers collaborate with a diverse group of peers who bring fresh ideas and new thinking. The interactions are refreshing and rejuvenating for your people as they infuse new energy into your workforce.

**Provide new learning experiences** — Our programmes offer new learning experiences that provide new approaches to managerial functioning and leadership development.

**Improve Organizational Performance** — We help you improve the performance of your organization by increasing the efficiency and effectiveness of your people through innovative training interventions.

Please visit: www.jimsedu.com
Jaipuria Institute of Management Studies Ghaziabad is happy to announce the Management Development Programmes for the year 2013-2014. The MDP Calendar for 2013-14 includes MDPs on contemporary themes and topics related to different functional areas of management. These MDPs are meant to help organizations as well individual professionals in preparing themselves to face the challenges to achieve their goals.

At Jaipuria EE our endeavor is to bring in high quality open management development programmes with your support. Today’s professional world is full of challenges and managers and executives need to continuously educate and update themselves about the changes and evolving management practices in order to face new challenges. We are sure that like the rest of the growing organizations, you are also a people-oriented organization, which believes that it is the human resource capital that plays a dominant role in helping organizations to achieve their business goals and build a brand for themselves.

The MDPs are, therefore, specifically designed to reflect the evolving realities of the professional world and the training needs and requirements of individuals as well as those of organizations. They also reflect the evolving dimensions of business and management practices and applications so that they add knowledge, skills, and competencies to the participants, facilitating their personal contribution to the future success of their organizations. They offer tremendous learning opportunities to the participants and help them reinvent themselves by discovering their potentials.

These programmes are developed by the Jaipuria’s experienced faculty members, who remain close to practice through relationships with the corporate world as consultants, advisors, and trainers. Through their networking they have developed long-term relationships with the industry and they leverage their business expertise and action research to create new knowledge and functional concepts. They are, thereby, able to connect what they teach in the classroom with what goes on in industry by bringing in contemporary theory and practices to classroom.

Jaipuria EE has also developed new customized Programmes to suit the needs of different organizations. To make this effort further successful, we invite you to contact us for such programme requirements at your organization. We will be happy to offer them at our campus, or at your premises, or at any other suitable location. Also, we are thankful to those organizations that have taken keen interest in the competency building of their employees and are providing us an opportunity to live up to the expectations of the corporate world.

Jaipuria EE is supported by an excellent infrastructure, which includes classrooms and training halls that are all equipped with latest presentation and teaching aids. The campus has an environment that facilitates learning.

We welcome you to a new experience of executive education at Jaipuria Indirapuram Ghaziabad.

Best regards,
Dr M Ashraf Rizvi
Director
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<thead>
<tr>
<th>Sl.No</th>
<th>Programme Title</th>
<th>Programme Director</th>
<th>Dates</th>
<th>Venue</th>
<th>Per Participant Fee (Rs)</th>
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<td>Developing Managerial Effectiveness</td>
<td>Dr Rachna Sharma</td>
<td>Sep 23-25, 2013</td>
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<td>Finance For Non-Finance Executives</td>
<td>Dr Vipin Agarwal, Prof Sumedha Tuteja</td>
<td>Sep 26-28, 2013</td>
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<td>Enterprise Resource Planning</td>
<td>Mr Prem Kamble</td>
<td>Oct. 3-5, 2013</td>
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<td>Sales Strategies For Marketing Success</td>
<td>Dr Poorna Ranjan</td>
<td>Oct 28-30, 2013</td>
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<td>Dr Anindita Sharma</td>
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<td>7</td>
<td>Negotiation Skills</td>
<td>Dr M Ashraf Rizvi</td>
<td>Nov 11-13, 2013, Dec 12-14, 2013, March 10-12, 2014</td>
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<td>Brand Management</td>
<td>Dr Poorna Ranjan, Dr Tazyn Rehman</td>
<td>Nov 15-16, 2013</td>
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<td>General Management Programme</td>
<td>Dr Poorna Ranjan, Dr Rachna Sharma</td>
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<td>Interpersonal Effectiveness and Team Building</td>
<td>Prof Richa Agarwal</td>
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<td>11</td>
<td>Leadership Development</td>
<td>Dr M Ashraf Rizvi, Mr Vinod Malhotra</td>
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<td>12</td>
<td>Effective Communication For Managers</td>
<td>Dr M Ashraf Rizvi</td>
<td>March 6-8, 2014</td>
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<td>Dr V K Goyal</td>
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<td>14</td>
<td>Leadership Communication</td>
<td>Dr M Ashraf Rizvi</td>
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DEVELOPING MANAGERIAL EFFECTIVENESS

PROGRAMME OVERVIEW

The changed economic scenario and growing competition in business have thrown new challenges to managers compelling them to understand the new dimensions of managerial effectiveness, particularly time management and prioritization, assertiveness, problem solving, and team building.

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<td>Jaipuria Indirapuram</td>
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<td>Campus Ghaziabad</td>
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PROGRAMME OBJECTIVES

- Develop general competencies and skills to enhance the effectiveness of the participants to achieve organizational objectives.
- Guide participants in understanding and internalizing the basic principles and practices of time management.
- Building efficiency and enhance their understanding of basic problem solving skills needed by them to be professionally successful.
- Help the participants build upon their communication skills by providing them appropriate tools and techniques that they can carry back with them for subsequent practice.
- Help participants develop insights into their personal approaches to team functioning and develop a systematic and positive approach to team building.

CONTENT

Through self-assessment, lectures, discussions, case studies, simulations, and role plays, the programme explores skills that affects your managerial effectiveness in more than one way. Topics include:

- Elements of Managerial Effectiveness
- Time Management and Prioritizing Skills
- Problem Solving Skills
- Effective Communication
- Developing assertiveness
- Improving Body Language and Paralanguage
- Identifying Effective and Ineffective Team Behaviors
- Effective individual and team decision making

PARTICIPANT MIX

This programme is designed for executives, officers, and managers at all levels who would like to enhance their effectiveness by sharpening the needed managerial skill sets.

PROGRAMME DIRECTOR

Dr Rachna Sharma
The Programme is designed for non-finance executives and aims to equip them with the essentials of financial management through an understanding of the core concepts of finance, financial statements, cost and their management, and working capital management. Combining the best of theory and practice, the program provides you insights on how financial data is used to make business decisions.

**DATES:** Sep 26-28, 2013

**PROGRAMME FEE:**
- Non-Residential: 10,000
- Residential: 15,000

**LOCATION:**
- Jaipuria Indirapuram Campus Ghaziabad

**PROGRAMME OBJECTIVES**
- Enhance the participants’ understanding of concepts in finance.
- Help the participants understand financial statements and their managerial implications.
- Develop the ability to make finance concepts and techniques applicable to your own business or managerial circumstances.
- Help you feel friendly with numbers and relate the input better to the output of the firm.
- Learn techniques for appraisal and financing of projects.
- Develop basic understanding of costs and their management.
- Learn the ability to make financial decisions involved in day today working of a firm.

**CONTENT**
Through interactive sharing of concepts, ideas, practices, and insights, the faculty explores various dimensions of finance in simple manner for the non-finance executives. Topics include:

- Goals and Functions of Finance
- Basic Finance Concepts and Terminology
- The Role of Various Financial Statements
- Analysis of Financial Reports
- Distinguishing Income From Cash Flow
- Working Capital Management
- Project Appraisal and Financing
- Financial Decision Making

**PARTICIPANT MIX**
This programme is designed for middle level executives working in different functions of management such as marketing, retail, human resource, operations, materials, and other non-finance areas of companies and organizations.

**PROGRAMME DIRECTORS**
Dr Vipin Agarwal
Prof Sumedha Tuteja

Please visit: www.jimsedu.com
ENTERPRISE RESOURCE PLANNING

PROGRAMME OVERVIEW
Enterprise Resource Planning (ERP) is being implemented in organizations with a view to improving organizational performance, enhancing productivity of employees and other internal resources, and improving customer interface. This programme analyses the issues related to ERP and helps the participants view ERP in the right perspective so that they are able to succeed in implementing an ERP Package, get the best from it and get significant competitive advantage for their organization through ERP.

PROGRAMME OBJECTIVES
- Provide the participants an overview of an ERP system.
- Develop skills of successful specification and implementation of an ERP package in an organization.
- Explore and understand the potential of ERP to help improve systems.
- Learn best ERP practices.

CONTENT
The Programme Contents will broadly include the following topics:
- Understanding ERP and functional aspects of ERP packages
- The Psychology of ERP and IT-Driven Change
- Enterprise Resource Planning - Hard Skills for All Managers
- Enterprise Resource Planning – The Soft Skills for Managerial Success
- Computing infrastructure for ERP
- Business process reengineering
- Business process modeling
- Implementation issues
- ERP and performance optimization
- Change management for ERP

PARTICIPANT MIX
This programme is designed for all senior functional managers, Heads of Departments including systems managers responsible for the success of an ERP package in their organizations, managers who are likely to participate in an ERP implementation project and managers who want to get an exposure to ERP solution.

PROGRAMME DIRECTOR
Mr Prem Kamble

DATES: Oct 3-5, 2013
PROGRAMME FEE: Non-Residential 8,000
Residential 12,000
LOCATION: Jaipuria Indirapuram Campus Ghaziabad

Please visit: www.jimsedu.com
DEVELOPING SELF AND OTHERS

PROGRAMME OVERVIEW
Effective personal skills have become critical to a manager’s personal and professional success. Developing Self and Others is to enhance each participant’s ability to understand and explore his/her hidden potential and motivate others to achieve results.

PROGRAMME OBJECTIVES

- Develop specific objectives for their own personal and professional growth, as well as for their company’s performance and potential, and develop a personal action plan for self-analysis and improvement in conducting oneself.
- Explore and understand their potentials to manage and develop others.
- Get exposed to an interactive learning approach providing a framework for each participant to learn new concepts in discovering self for managerial success and consistently apply them in an engaging way.
- Learn best managerial practices in developing self and others.
- Develop vital self-management skills within a group setting that is both challenging and supportive.
- Learn to understand the real life workplace realities.

CONTENT
The Programme Contents will broadly include the following topics:

- Exploring Self and Building Self-awareness
- Understanding your Personality
- Managing Stress
- Exploring values
- Motivating Self and Harnessing the Power of Your Abilities
- Choosing Empowering Beliefs and Values
- Building Your Self Confidence
- Maintaining a Positive Attitude
- Motivating Others
- Managing and developing people
- Addressing employee development needs
- Keeping the top performers motivated
- Growing competent people
- Acting on Underperformers

PARTICIPANT MIX
This programme is designed for executives, officers, and managers at all levels who would like to enhance their personal effectiveness to get professional success with personal happiness.

PROGRAMME DIRECTOR
Mr Vinod Malhotra

Please visit: www.jimsedu.com
SALES STRATEGIES FOR MARKETING SUCCESS

PROGRAMME OVERVIEW
Sales Strategies for Marketing success is an interactive modular Programme for sales professionals. Designed to create outstanding sales managers, SSMS will not only provide expert knowledge but also help the participants learn new and innovative sales ideas, techniques, tips, and sales and management skills, which are essential for success in sales and marketing.

DATES: Oct 28-30, 2013
PROGRAMME FEE:
Non-Residential  10,000
Residential  15,000
LOCATION: Jaipuria Indirapuram Campus Ghaziabad

PROGRAMME OBJECTIVES
- Enhance the participants' understanding of the sales process.
- Expose the participants to the best practices in sales.
- Make participants understand service-profit chain—and in particular the interrelationships among sales performance, customer satisfaction, customer loyalty, employee capability, and company profitability.
- Develop ability to gain insight into how to achieve extraordinary sales targets.
- Expose the participants to an interactive learning approach providing a framework for each participant to learn new concepts in sales and marketing.

CONTENT
Through self-assessment, discussions, case studies, simulations, and role plays, the programme explores various dimensions of customer focus. The Programme Contents will broadly include the following topics:
- Understanding the sales process
- Characteristics of successful salespeople
- Effective sales networking strategies
- Creating the right impression
- Understanding consumers' attitude and market
- Effective Communication for sales effectiveness: effective questioning techniques, the power of listening, body language
- Transformation from salesmen to sales leaders
- Changing as per the market: Designing sales territory and methods of quota allocation
- Sales presentation skills
- Sales Management Process
- Customer services and the effects on sales

PARTICIPANT MIX
This programme is designed for entry as well as for middle level officers, engineers, executives, managers in marketing, branding, retail and other areas of business with a customer focus.

PROGRAMME DIRECTOR
Dr Poorva Ranjan

Please visit: www.jimsedu.com
PRESENTATION SKILLS

PROGRAMME OVERVIEW
To optimize your effectiveness as a manager, you need effective presentation skills. The aim of this programme is to understand as well as to internalize aspects of business presentation. This programme provides managers with the opportunity to receive executive-level, strategic coaching to develop their presentation abilities and teaches them the skills and techniques that make them more effective presenters, both on and off the job.

PROGRAMME OBJECTIVES
- Discover the oral presentation strengths and weaknesses.
- Help the participants build upon their presentation skills by providing them appropriate tools and techniques that they can carry back with them for subsequent practice.
- Develop a systematic and positive approach to business presentations.
- To assess personal style and hone presentation skills that result in strategic, precise, persuasive, and motivating messages.
- To explore a variety of “best practices,” ranging from the development of a communications strategy to the actual delivery of a message.
- Return to work with an expanded repertoire of presentation skills.

CONTENT
Through discussions, simulations, role plays, and mock presentations, the programme explores how one can develop confidence as a presenter and influence the audience. Topics include:
- Characteristics of polished presenters
- Planning and preparing your presentation
- Organizing your presentation, introduction, body, and conclusion.
- Using visual aids in oral presentations
- Recognizing and controlling strong emotions in tense presentations and increasing comfort level during high-level strategic presentations
- Improving your delivery
- Handling questions responsively and defending against probing questions
- Delivering more confident persuasive presentations
- Persuading with credibility
- Motivating for change
- Enhancing personal style

PARTICIPANT MIX
This programme is designed for Junior and mid-level managers whose organizational and individual success depends on their ability to influence both internal and external business audiences. It is also good for Executives and professionals who have had little, if any, formal oral presentation training.

PROGRAMME DIRECTOR
Dr Anindita Sharma

DATES: Oct 28-30, 2013
PROGRAMME FEE:
Non-Residential 10,000
Residential 15,000
LOCATION: Jaipuria Indirapuram Campus Ghaziabad

Please visit: www.jimsedu.com
NEGOTIATION SKILLS

PROGRAMME OVERVIEW
Negotiation is a difficult process by which people seek mutual agreement through dialogue. This programme helps you understand this difficult process and develop the needed skills to become a successful negotiator. It is designed to help you develop the right strategy to negotiate by providing you with a framework for approaching the negotiation process with confidence.

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| LOCATION:           | Jaipuria Indirapuram Ghaziabad |

PROGRAMME OBJECTIVES
- Understand the basics of negotiations and getting an insight into the negotiation processes
- Enhance the quality of negotiations processes, relationships and outcomes.
- Developing the skills necessary to negotiate effective agreements.
- Manage the subtle differences that come into play in negotiations between various types of deals
- Appreciate the dynamics of multi party negotiation
- Developing Negotiating skills for leading to win-win situations

CONTENT
Through interactive discussion and topic by topic exposition, self-instruction exercises, case studies, role plays, games, and negotiation simulations, the programme explores various aspects of negotiation. Topics include:

- The negotiator’s dilemma
- Four key Concepts in Negotiation
- Foundations of Effective Negotiation
- Experience Sharing: Identifying your strengths and weaknesses in negotiations
- Importance of relationships in building negotiations
- Negotiation Strategies
- Dealing with barriers to negotiation
- Effective communication skills for negotiation
- Role of Emotions in Negotiation
- Multi party Negotiation

WHO SHOULD ATTEND
The Programme is designed for middle managers and executives in either general management or functional roles who need to initiate and lead negotiations. It also is appropriate for public sector and government executives whose responsibilities involve negotiations.

PROGRAMME DIRECTOR
Dr M Ashraf Rizvi

Please visit: www.jimsedu.com
BRAND MANAGEMENT

PROGRAMME OVERVIEW
The Programme is designed to help the participants understand various aspects of branding, develop substantive knowledge in the field of brand Management, and get exposure to best practices in brand management.

DATES: Nov 15-16, 2013

PROGRAMME FEE:
Non-Residential 8,000
Residential 12,000

LOCATION: Jaipuria Indirapuram Ghaziabad

PROGRAMME OBJECTIVES
- Develop a systematic approach to branding in competitive business settings.
- Enhance the participants' understanding of Brand Management function in the emerging context.
- Help the participants build upon their skills in building and managing brands over time.
- Develop the ability to synthesize a framework for a branding strategy.
- Return to work with an expanded repertoire of brand management skills.

CONTENT
Topics include:
- Understanding Brands and Brand Equity
- Building, Managing and Measuring Brand Equity
- Managing Marketing Communications to Build Strong Brands
- Managing Brand Portfolio
- Brand Extension as a new product introduction strategy
- Best Practices in Brand management
- Managing Corporate Brands
- Branding and the web

PARTICIPANT MIX
This programme is designed Middle and senior level marketing executives from both Public and Private sector organizations, which may include Product / Brand Managers, Marketing Managers, Business Development Manager, Sales Manager, Public Relation and Corporate Communication Managers, retail managers.

PROGRAMME DIRECTOR
Dr Poorva Ranjan
Dr Tazyn Rehman

Please visit: www.jimsedu.com
GENERAL MANAGEMENT PROGRAMME

PROGRAMME OVERVIEW
The General Management Programme is aimed to enable participants appreciate complex nature of managerial function, organizational competitiveness and the role of management in transforming organizations.

DATES: Dec 2-11, 2013
PROGRAMME FEE:
Non-Residential 33,250
Residential 50,000
LOCATION: Jaipuria Indirapuram

PROGRAMME OBJECTIVES
- Develop an ability to structure, analyze, and identify actionable agendas for real life managerial situations,
- Enable participants to appreciate interdependencies in various functional areas in an organization,
- Provide tactical ability to connect organizational objectives to functional strategy,
- Sensitize participants to general management perspectives,
- Expose them to leadership skills.

CONTENT
The GMP should comprise of six interdependent modules. Each module should focus on a particular dimension of management.

MODULE 1
GENERAL MANAGEMENT
- Fundamentals of management
- Characteristics and features of management (The process of management)
- Principles of general management: (Basic Management Functions, i.e., Planning, Organizing, Leading, and Controlling)

BUSINESS ENVIRONMENT
- Indian and Global Business Environment
- Linkages between the firm and the environment

MODULE 2
FINANCE AND ACCOUNTING
- Understanding of Financial Statements Basic Cost concepts
- Cost analysis for decision making
- Financial Analysis
- Budgeting and Budgeting Control
- Management Control Systems
- Introduction to financial market

Please visit: www.jimsedu.com
MODULE 3
STRATEGIC MANAGEMENT
- Industry analysis and competitiveness
- Generic strategies
- Strategy Formulation and implementation

IT APPLICATIONS IN INDUSTRY
- Information systems for competitive advantage
- Internet Basics
- Knowledge Management

MODULE 4
OPERATIONS MANAGEMENT
- Introduction to operations management
- Operations Planning, Scheduling and Control
- Project Management
- Forecasting
- Inventory Planning and Control
- Supply chain management
- TQM & Data mining analysis tool

MODULE 5
MARKETING MANAGEMENT
- Basic marketing concepts
- Analyzing market opportunities
- Customer Relationship Management & Service marketing
- Formulating a marketing strategy
- Quality management

MODULE 6
COMMUNICATION
- Fundamentals of Effective communication
- Positive communication
- Oral communication
- Giving and receiving feedback
- Team communication
- Presentation skills

ORGANIZATIONAL PROCESSES
- People Management skills
- Motivation Techniques
- Interpersonal Effectiveness
- Conflict management
- Team Building
- Leadership skills
- Coaching and Counseling

PROGRAMME DIRECTOR
Dr Poorva Ranjan
Dr Rachna Sharma

Please visit: www.jimsedu.com
INTERPERSONAL EFFECTIVENESS AND TEAM BUILDING

PROGRAMME OVERVIEW

Getting the best possible result through collective efforts of teams have been perpetual challenges in human history. Structured in three modules, the Programme combines insight building with the exploration of best practices, as well as exposure to critical new perspectives and approaches in interpersonal effectiveness and team building.

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<tr>
<th>DATES:</th>
<th>Dec 20-21, 2013</th>
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<td>PROGRAMME FEE:</td>
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<tr>
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<td>Residential</td>
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<tr>
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PROGRAMME OBJECTIVES

- Develop general competencies and skills to enhance interpersonal effectiveness.
- Enhance the participants’ understanding of team building process.
- Guide participants in understanding and internalizing the basic principles and practices of promoting teamwork.
- Help the participants build upon their interpersonal skills by providing them appropriate tools and techniques that they can carry back with them for subsequent practice.
- Develop a systematic and positive approach to building and leading teams.
- Identify individual personality types and match them with multiple team roles
- Explore team development processes
- Enhance individual and team decision making

CONTENT

The Programme Contents will broadly include the following topics:

- Assessing the skills and ways to develop the essential skills
- Developing a good insight into the behavioral dynamics of self and others
- Understanding the keys of team effectiveness
- Sharpening skills to work well as members of team and also as leaders
- Promoting Better Team Communication
- Overcoming Obstacles to Effective Teams and Resistance to Teamwork
- Effective individual and team decision making
- Leading Teams
- Managing Conflicts Effectively
- Dealing with Difficult Team Members
- Managing high power teams

PARTICIPANT MIX

This programme is designed for middle and senior level managers belonging to public and private sector organizations, services sector, and public utilities. Managers from organizations and corporations with high emphasis on people/group driven activities will find this Programme extremely useful.

PROGRAMME DIRECTOR

Prof Richa Agarwal

Please visit: www.jimsedu.com
LEADERSHIP DEVELOPMENT

PROGRAMME OVERVIEW
To be successful as a professional, you need to develop your leadership potential and understand key leadership issues such as visioning, aligning, and motivating and inspiring your team. As the business in India is highly competitive, managers need to understand the factors driving the industry, and be able to apply general principles of leadership in their day to day functioning.

DATES: Jan 6-10, 2014

PROGRAMME FEE:
Non-Residential 16,000
Residential 25,000

LOCATION: Jaipuria Indirapuram

PROGRAMME OBJECTIVES
- Help participants develop insights into their personal approaches to leadership.
- Guide participants in understanding and internalizing the basic principles and practices of leadership.
- Expose the participants to best leadership practices.
- Develop a leadership style and strategy that is aligned with their values and personality.
- Help the participants build upon their leadership skills by providing them appropriate tools and techniques that they can carry back with them for subsequent practice.
- Enable participants to appreciate interdependencies in a growing company and acquire perspectives required in leadership positions.
- Sensitize participants to key leadership issues like preparing the vision/mission, aligning people, and motivating and inspiring a team to achieve success.
- Prepare participants to see ‘Big Picture’ and think ‘Out of the Box’, as a habit.

CONTENT
Eminent faculty will present and examine the latest research and newest thinking as well as techniques and strategies of leadership. Topics include:
- Understanding Leadership
- Leadership styles
- Self-Management
- Stress Management
- Emotional Intelligence
- Time Management
- Critical Thinking and Problem Solving
- Interpersonal effectiveness
- Leading a Team
- Conflict management
- Managing Difficult Interactions
- Motivating others
- Creativity and Innovation
- Feedback Skills
- Decision Making: From Decision to Action

PARTICIPANT MIX
This programme is designed for executives, officers, and managers at all levels who would like to enhance their influence, both within their organizations and externally with other organizations, by sharpening their leadership abilities.

PROGRAMME DIRECTORS
Dr M Ashraf Rizvi
Mr Vinod Malhotra

Please visit: www.jimsedu.com
EFFECTIVE COMMUNICATION FOR MANAGERS

PROGRAMME OVERVIEW
To optimize your effectiveness as a manager, you need effective communication skills. The aim of this programme is to understand as well as to internalize aspects of communication that can ensure increased productivity, quicker problem solving, stronger decision making, enhanced professional image, and stronger professional relationships.

DATES: March 6-8, 2014
PROGRAMME FEE:
Non-Residential 10,000
Residential 15,000
LOCATION: Jaipuria Indirapuram

PROGRAMME OBJECTIVES
- Enhance the participants’ awareness of their strengths and limitations in professional communications.
- Help the participants build upon their communication skills by providing them appropriate tools and techniques that they can carry back with them for subsequent practice.
- Help the participants master the full range of communication skills required of a successful professional, namely, listening, speaking, reading, and writing.
- Develop a systematic and positive approach to communication in business settings.
- To assess personal style and hone communication skills that result in strategic, precise, persuasive, and motivating messages.
- Return to work with an expanded repertoire of communication skills.

CONTENT
Through self-assessment, discussions, case studies, simulations, and role plays, the programme explores how communication affects your managerial effectiveness in more than one way. Topics include:
- Fundamentals of Effective Communication
- Communicating at work – internalizing communication skills of listening, speaking, reading and writing
- Positive communication strategies
- Nonverbal communication
- Active listening strategies
- Communication styles and developing assertiveness
- Inspiring others in one-on-one interactions, performance evaluations, meetings, and speeches
- Leading and managing teams through effective communication
- Organizing and creating powerful communication strategies and delivering more confident and persuasive messages

PARTICIPANT MIX
This programme is designed for executives, officers, and managers at all levels who would like to enhance their influence, both within their organizations and externally with other organizations, by sharpening their communication abilities.

PROGRAMME DIRECTOR
Dr M Ashraf Rizvi

Please visit: www.jimsedu.com
SENIOR MANAGEMENT PROGRAMME

PROGRAMME OVERVIEW
The Senior Management Programme (SMP) will be a customized modular 5-days programme for senior managers. Structured in seven interrelated modules, the Programme combines skill building with the exploration of good management practices, as well as exposure to critical new perspectives and approaches in senior management.

DATES: March 17-21, 2014
PROGRAMME FEE:
Non-Residential 18,000
Residential 25,000
LOCATION: Jaipuria Indirapuram

PROGRAMME OBJECTIVES
- Sensitize participants to key contemporary leadership issues and concerns.
- Enable participants to formulate a proactive, competitive strategy.
- Develop skills to drive innovation and enhance synergies at all levels of the organization.
- Enable participants to appreciate interdependencies in various functions of management in an organization.
- Provide tactical ability to connect organizational objectives to functional strategy.
- Develop an ability to structure, analyze, and identify actionable agendas for real life professional situations.
- Develop needed knowledge and skills in key management areas to prepare the participants to shoulder higher responsibilities.
- Provide guidance to think through advanced business strategies with a global perspective.
- Prepare participants to see ‘Big Picture’ and think ‘Out of the Box’, as a habit.

CONTENT
The SMP will comprise of five interdependent modules.

MODULE 1
GENERAL MANAGEMENT
- Indian and Global Economic Environment
- Wider Perspective of the Management Gamut in Multidimensional Context.
- Building Organizational Culture
- Corporate Social Responsibility

MODULE 2
LEADERSHIP DEVELOPMENT
- Building Inspirational Leadership.
- Transformational Leadership
- Leadership Actions for Talent Management
- Leadership Communication
- Emotional Intelligence in Top Management

MODULE 3
CHANGE MANAGEMENT
- Strategic Change Management
- Accelerating Organizational Change

MODULE 4
TEAM BUILDING AND CONFLICT MANAGEMENT
- Team Dynamics
- Leading a Winning Team
- Promoting better team communication
- Conflict Management

PROGRAMME DIRECTOR
Dr V K Goyal

Please visit: www.jimsedu.com
LEADERSHIP COMMUNICATION

PROGRAMME OVERVIEW
As leaders undertake to influence change and make things happen, communication plays a key role in leadership. Leadership involves the difficult process of aligning and motivating people through successful communication to achieve desired goals. In fact, effective leaders use communication as a strategic tool for generating results. This programme is designed to make participants understand as well as internalize aspects of leadership communication.

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<td>LOCATION:</td>
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PROGRAMME OBJECTIVES
- Enhance the participants' awareness of their strengths and limitations in leadership communications.
- Help the participants build upon their persuasion skills by providing them appropriate tools and techniques that they can carry back with them for subsequent practice.
- Guide participants in defining clear, concise messages that engage and move people into action and prepare participants to speak confidently, building on their personal strengths as presenters.
- Develop a systematic and positive approach to leadership communication in team business settings.
- Help participants design Strategic Leadership Communication Plans that add momentum to projects, initiatives, and business results.
- Return to work with an expanded repertoire of leadership skills.

CONTENT
Through self-assessment, discussions, case studies, simulations, and role plays, the programme explores how communication effects your managerial effectiveness in more than one way. Topics include:

- Leadership communication styles
- Leading and managing teams through effective communication
- Empathic communication for understanding your audience
- Positive communication strategies
- Body Talk and Influencing
- Inspiring others in one-on-one interactions, performance evaluations, meetings, and speeches
- Persuasive communication

PARTICIPANT MIX
This programme is designed for executives, officers, and managers at all levels who would like to enhance their ability to increase their influence, both within their organizations and externally with other organizations, by sharpening their persuasion abilities.

PROGRAMME DIRECTOR
Dr M Ashraf Rizvi

Please visit: www.jimsedu.com
REGISTRATION

Registration Process
There are two ways of participation, Organizational Sponsorship (sponsoring organizations are required to submit the filled-in nomination form/s along with the fee by the last date as mentioned in the brochure, usually ten days before the commencement of the programme) and Self Sponsorship (individual participants are required to submit the filled-in nomination form/s along with the fee by the last date as mentioned in the brochure, usually ten days before the commencement of the programme). A formal acceptance letter will be sent to the nominee subject to approval by the programme director. The participation is confirmed only after receiving an acceptance letter from the MDP office.

Nominations may please be sent to: Management Development Programmes Office Jaipuria Institute of Management Studies Shakti Khand-IV, Indirapuram Ghaziabad-201012 (U.P.), India

Phone: +91-0120-455 0600 up to 650
Mobile: 9717335551
Toll Free No.: 1800-103-3488
SMS: JAIPURIA to 52424

Printed Brochure containing complete details about the programme, faculty profile, online registration, board and lodging, fee, withdrawal/refund policy, certification, etc. as well as nomination form for each of the programme will be available sufficiently in advance prior to the programme commencement date. It can be downloaded from the website of the institute www.jimsedu.com or a hard/soft copy can be provided by the MDP office of the Institute on request before the commencement of each of the programme. Nomination forms may also be submitted online.

Payment of Fee
The programme fee can be paid either by a Demand Draft in favour of Jaipuria Institute of Management Studies payable at Ghaziabad, India or a pan India Cheque payable at par drawn in favour of “Jaipuria Institute of Management Studies, Ghaziabad”. You may also pay online through RTGS/ NEFT. Please note that in the event of non-receipt of your registration fee by the given date, the nomination stands cancelled. Bank Details are as follows:

Account Name: Jaipuria Institute of Management Studies Ghaziabad
Account Number: 30354803626
IFSC Code: SBIN0004326
Name of Bank: State Bank of India
Branch Address: Sector-15, Vasundhara, (Ghaziabad) UP-201012

Note: In the “SENDER TO RECEIVER INFORMATION” column available while sending NEFT, the Name of the Participant is required to be mentioned.

Early Bird Discount: Nominations received with payments three weeks before the programme commencement date will be entitled to an early bird discount of 10%.

Group Discount: Any organization sponsoring five or more participants to a programme will be entitled to a discount of 10% on the total fee payable provided that at least five participants actually attend the programme. Organizations can avail themselves of both the discounts subject to a maximum overall discount of 20%. Kindly note that 12.36% service tax is applicable in addition to the fee.

The programme fee should be received at the MDP Office before the programme commencement date. In case of cancellations, the fee will be refunded only if a request is received at least 15 days prior to the start of the programme. If a nomination is not accepted, the fee will be refunded to the person/organization concerned.

Please visit: www.jimsedu.com
ACCOMMODATION

5 Star Residence Facilities

Accommodation of participants is arranged in Air-conditioned single occupancy rooms at Le Crescent located close to the Jaipuria campus. Elegance has found a new definition at the Le Crescent. It is new, fresh and immaculately clean. It provides facilities that you will hardly find elsewhere. Built with the greatest attention to detail, the Le Crescent is for those people whose lives are synonymous with luxury. From its inimitable architectural design to the immaculate living accommodation with a host of facilities, expect a lot of surprises when you are staying here.

Services

» 24x7 room service
» LCD in every with all popular channels
» Direct dial up
» Laundry service
» Valet parking
» Doctor on call
» Car Rental
» Master / visa credit card accepted
» Valet parking
» Refrigerator
» Wi-fi & Net zone

For more information, Please contact:

Manager (MDP)
Management Development Programmes Office
Jaipuria Institute of Management Studies Shakti Khand-IV,
Indirapuram
Ghaziabad-201012
(U.P), India

Phone: +91-0120-455 0600 up to 650 (Fifty Lines)
Mobile: 9717335551

Please visit: www.jimsedu.com
MEET THE PROGRAMME FACULTY

Executive Education programmes will be taught by Jaipuria Institute of Management Studies faculty who are eminent trainers, distinguished academicians, remarkable researchers, and authors in their respective fields. As our faculty leverage their business expertise and action research to create new knowledge and functional concepts that shape the practice of management, they are one of the best in management training. Representing various disciplines, they remain close to practice through relationships with the corporate world as consultants and trainers.

Learn more about our faculty at www.jimsedu.com

Dr. M Ashraf Rizvi, Professor in General Management, Former Professor & Chair, Executive Education, Indian Institute of Management Indore, a corporate trainer and executive coach, trained and coached thousands of professionals including CEOs, MNC top executives, civil servants, etc. Author of eleven books and over 50 journal articles, book chapters, reviews, working papers, cases, role plays, simulations, and notes.

Dr V K Goyal, Professor of Operations Management, An alumnus of IIT Roorkee with more than 34 years of industry experience and seven years of academic experience, Researcher with several publications international presentations in George Kent, U. K., Texas University, U.S.A., and Hamburg University, Germany.

Dr. Vipin Agrawal, Associate Professor of Accounting and Finance, Fellow Member of The Institute of Cost Accountants of India (ICAI), Associate Member of The Institute of Company Secretaries of India (ICSI), Active researcher with research papers in international/national journals and international conferences.

Dr. Poorva Ranjan, Associate Professor and Chair of Marketing Management, Chair of IT Media Strategies and Website Content Management for the Institute, an experienced corporate trainer and coach, designed and conducted several executive education programs, Author with over twenty five national and international research publications.

Prof. Sumedha Tuteja, Assistant Professor in Finance & Accounting, An Alumnus of Lal Bahadur Shastri Institute of Management, Delhi, Holder of Level-1 of Chartered Financial Analyst Examination from CFA Institute, USA, Experience of nine years including five years in Banking industry.

Prem Kamble, Visiting Professor in Information Systems, an alumnus of IIT, Bombay and IIM, Calcutta, a Management and IT Consultant, and an expert in People, Processes and Technology. Former Vice President and Head of Global Software Infrastructure at Sutherland, a multinational BPO; Has been a CIO for over 20 years in manufacturing and service companies like Essar, Pidilite, etc.

Vinod Malhotra, Director, Corporate Affairs, Seth Anandram Jaipuria Education Society, Member of General Management Area, Corporate trainer and executive coach; Former IAS officer with 38 years of leadership experience in civil services.

Prof. Richa N Agarwal, Assistant Professor in Organizational Behaviour, More than 9 years of corporate and teaching experience, Researcher with papers in national and international journals.

Dr. Anindita Sharma, Associate professor of Communication, Corporate trainer, author, and researcher.

Dr Tazyn Rahman, Associate Professor of Organizational Behaviour, Dean (Academics), Ten years of experience in academics and industry; avid researcher with more than 30 research papers in various national and international conferences and journals.

Dr. Rachna Sharma, Associate Professor of Organizational Behaviour, Chair PGP, Ten years of experience in academics and industry and four years experience in research; Editorial member of Jaipuria International Journal of Management and Research –‘OJAS’.
Developing Managerial Effectiveness
Dr Rachna Sharma
Sep 23-25, 2013

Finance For Non-Finance Executives
Dr Vipin Agarwal, Prof Sumedha Tuteja
Sep 26-28, 2013

Enterprise Resource Planning
Mr Prem Kamble
October 3-5, 2013

Developing Self and Others
Mr Vinod Malhotra
Sep 24-25, 2013

Sales Strategies For Marketing Success
Dr Poorva Ranjan
Oct 28-30, 2013

Presentation Skills
Dr Anindita Sharma

Negotiation Skills
Dr M Ashraf Rizvi
Nov 11-13, 2013 Dec 12-14, 2013
March 10-12, 2014

Brand Management
Dr Poorva Ranjan, Dr Tazyn Rehman
Nov 15-16, 2013

General Management Programme
Dr Poorva Ranjan, Dr Rachna Sharma
Dec 2-11, 2013

Interpersonal Effectiveness and Team Building
Prof Richa Agarwal
Dec 20-21, 2013

Leadership Development
Dr M Ashraf Rizvi, Mr Vinod Malhotra
Jan 6-10, 2014

Effective Communication For Managers
Dr M Ashraf Rizvi
March 6-8, 2014

Senior Management Programme
Dr V K Goyal
March 17-21, 2014

Leadership Communication
Dr M Ashraf Rizvi
March 20-22, 2013