

Our other  
Management Development Programmes

| Sl. No. | Programme Title  | Dates                 |
|---------|--|-----------------------|
| 1.      | Leveraging Social Media for Business Intelligence                                      | April 23, 2018        |
| 2.      | Advanced Management Programme  | May 7-9, 2018         |
| 3.      | Geopolitical Risk and Business Preparedness  | May 24, 25, 2018      |
| 4.      | Data Summarization and Presentation for Non-Technical Executives                       | May 28-29, 2018       |
| 5.      | Effective Purchasing Skills & Strategic Sourcing                                       | June 4-5, 2018        |
| 6.      | Training of Trainers   | June 11-13, 2018      |
| 7.      | Quality Analytics  | July 16-17, 2018      |
| 8.      | HR Analytics   | July 23-24, 2018      |
| 9.      | Advanced Excel Training  | July 26-27, 2018      |
| 10.     | Developing an Intrapreneurial Mindset for Effective Leadership                         | July 30-31, 2018      |
| 11.     | Finance for Non-Finance Executives   | August 6-7, 2018      |
| 12.     | Data Analytics for Expanding Markets   | August 9-10, 2018     |
| 13.     | Effective Communication for Women in the Workplace                                     | August 20-21, 2018    |
| 14.     | Decision Making Techniques for Managers  | August 30-31, 2018    |
| 15.     | Effective Negotiation Skills   | September 4-6, 2018   |
| 16.     | Hands on Workshop on Microsoft Excel Macros-2016                                       | September 7, 2018     |
| 17.     | Project Management   | September 10-11, 2018 |
| 18.     | Financial Management for Public Sector Enterprises                                     | September 12-14, 2018 |
| 19.     | Effective Communication and Presentation Skills  | September 17-18, 2018 |
| 20.     | Enhancing Personal Branding-Building Your Pathway to Professional Success              | October 8-9, 2018     |
| 21.     | A Handshake with Disruptive Digital Technologies                                       | October 15-16, 2018   |
| 22.     | Crisis Communication   | October 25-26, 2018   |
| 23.     | Executing Strategies in World of Constant Disruptions                                  | October 29-30, 2018   |
| 24.     | Coaching & Mentoring for Personal and Professional Success                             | November 1-2, 2018    |
| 25.     | Business Environment in the Middle East and Africa                                     | November 15-16, 2018  |
| 26.     | A Consultants Tool-Kit for Solving Strategic Problems & Enhancing Business Performance | November 19-20, 2018  |
| 27.     | Making the Supply Chain Responsive   | November 21-22, 2018  |
| 28.     | Retirement Planning for Seeking Financial Freedom                                      | November 26-27, 2018  |
| 29.     | Nurturing the 5th Dimension of Leadership  | November 27-28, 2018  |
| 30.     | Managerial Leadership and Team Building  | December 3-4, 2018    |
| 31.     | Enhancing Assertiveness and Positive Attitude  | December 10-11, 2018  |
| 32.     | Creating Winning Sales Teams   | December 17-18, 2018  |
| 33.     | Digital Communication  | January 10-11, 2019   |
| 34.     | Enterprise Risk Management for Creating Risk Intelligent Organisation                  | January 14-15, 2019   |
| 35.     | Strategic CSR: From Agenda Building to Impact Measurement                              | January 17-18, 2019   |
| 36.     | Foreign Exchange Risk Management   | February 4-5, 2019    |
| 37.     | The New Indian Consumer: Winning Concepts and Practices                                | February 21-22, 2019  |
| 38.     | Pricing and Application of Financial Derivatives                                       | February 27-28, 2019  |

## ABOUT THE INSTITUTE

FORE School of Management (FORE) has been established by the Foundation for Organisational Research and Education, a non-profit organisation, with a mission "To achieve and sustain Leadership in Management Education, Research, Consultancy and Development".

### Programmes and Accreditations:

- The PGDM, PGDM (IB) & PGDM (Financial Management) courses at FORE are AICTE (All India Council for Technical Education) approved.
- The PGDM and PGDM (IB) courses are accredited by National Board of Accreditation (NBA).
- The PGDM and PGDM (IB) courses are equivalent to MBA. Equivalence permission is granted by Association of Indian Universities (AIU).
- FORE has been awarded "SAQS Accreditation" by Association of Management Development Institutions in South Asia (AMDISA).
- FORE has set up a state-of-the-art Studio at its Campus to conduct Online Executive Education Programmes for Working Professionals and has been successfully conducting variety of such online certification courses.

Eminent academicians with many years of experience and experts from industry, recognized nationally and internationally, constitute faculty at FORE. FORE has in-house training facilitators in the field of Communication, OB & HR, Finance, Operations, Marketing, IT, International Business and Strategic Decision Making.

With a sharp focus on Management Education, Executive Education Programmes/MDPs, Consulting and Research, FORE stands amongst the Top Business Schools in the country.

FORE conducts MDPs to equip managers with knowledge, skills and attitudes required for effectively responding to global developments and competitive requirements. Our MDPs are designed with an appropriate blend of conceptual and experiential learning. Apart from open programmes, FORE conducts customized In-Company Programmes tailored to suit organisation's needs on topics/areas specifically required by an organisation. These Management Development Programmes (MDPs) are either custom-designed to suit client requirements or are offered by faculty on a specific theme to meet various client needs.

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For any other information, please contact:

**Executive Education Office**

**FORE School of Management**

Adhitam Kendra

B-18, Qutub Institutional Area, New Delhi 110016.

Phone: (011) 2685 6301 (Direct), 4124 2424-33 (Extn. 471 & 498)

E-mail: [exed@fsm.ac.in](mailto:exed@fsm.ac.in), Website: [www.fsm.ac.in](http://www.fsm.ac.in)

Management Development Programme

on

## Enhancing Assertiveness & Positive Attitude

**December 10-11, 2018**

**FORE Campus, New Delhi**

Programme Director:  
**Prof. Anita Tripathy Lal**



**Imparting Knowledge for Exploring New Horizons**





## Introduction

Are you invisible? Do they listen to you? Do some of your best ideas hit the trash can because nobody cares to even hear them?

As a manager, there is a good chance you may have faced situations like the ones above. If you are a leader, it does not augur well for your organization if some of the best ideas or people are not heard! During these uncertain times, it's crucial that the precious commodities- 'Good Ideas and Good People' are heard or noticed and used!

This behavioral intervention will ensure that you are seen and heard. You will learn the ideal balance position between passivity and aggression. It will also help you to develop a positive attitude, as this can help you win in all areas of your life. You will see remarkable improvement in your relationships-personal and professional.

As a leader, one should encourage a positive attitude and assertiveness within the organization.

## Objectives

- To learn the importance of attitude renewal
- To develop assertive behavior for better personal and professional life.
- To help others around to grow by giving direct honest feedback.
- To build positive relationships at workplace
- To develop a positive self- image

## Contents

- Understanding and assessing the different behavioral patterns
- Responsibilities and risks in each type of behavior
- Managing difficult people and situations
- Techniques of practicing assertiveness at workplace
- Power of positive beliefs and attitude
- Art of relaxation for reducing anxiety when changing your behavioral patterns
- Discussing and applying the techniques of attitude renewal
- Developing an effective personal and professional action plan to enhance assertiveness and positive attitude

## Methodology

The training will be delivered through the use of interactive methods and be purely activity based. The programme provides insights through real-life experiences, case studies, interactive discussions, inspiring films, and simulation activities. Individualized coaching and feedback is offered through worksheets, checklists, and exercises through role plays-theatre, yoga & meditation.

## Who Should Attend

The program will be useful for all those who want to improve their ability to influence, motivate, inspire by being positive and assertive with others. It will be of particular benefit to: Middle & Senior Managers, Project Leaders, Team leaders, Consultants from Public Sector, Private Sector, Multinational Organizations, Government Departments and other sectors like Tourism, Hotel and Hospitals etc.

## Duration & Venue

**Dates:** December 10-11, 2018

**Venue:** FORE School of Management, B-18, Qutub Institutional Area, New Delhi 110016

## Fee

**Non-residential:** Rs. 16,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

**Residential:** Rs. 28,000 per participant (plus GST @18%) covering professional fee, programme kit and boarding and

lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutab Residency, New Delhi or equivalent from **noon of December 9, 2018 till noon of December 12, 2018.**

## Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before November 30, 2018.
- One complimentary nomination on non-residential basis for every group of three nominations from the same organization, i.e., 3+1 participants for the fee of 3 participants.

**Fee is payable in advance by way of Local Cheque / DD in favor of "FORE School of Management" payable at New Delhi. You can also make online payment of fees by logging on to FORE website [http://www.fsm.ac.in/exe\\_openmdpcalendar20182019.html](http://www.fsm.ac.in/exe_openmdpcalendar20182019.html)**

## Registration

The registration form duly filled in along with the Programme fee should reach us at least 7 days before the commencement date of the Programme. You can also register & pay online by logging on to FORE website [http://www.fsm.ac.in/exe\\_openmdpcalendar20182019.html](http://www.fsm.ac.in/exe_openmdpcalendar20182019.html). In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

## Certificate of Participation

The Institute issues a certificate of participation on conclusion of the programme.

## Faculty

The faculty members of the Institute will take the programme sessions, except for a few sessions that may be taken by guest speakers.

## Programme Director

**Prof. Anita Tripathy Lal:** Ph.D. (IIT-Kanpur), Certified Mentor (London Business School), Experience: 22 years.

Dr. Lal is a Professor at FORE School of Management. Her expertise lies in the areas of Business Communication, Leadership & Entrepreneurship. She has about 22 years of work experience in the areas of teaching, training and research. Her experience of teaching also includes three years as a visiting faculty at IIT Delhi and IIT Kanpur. She has keen interest in personality development and research related activities. She has national and international research papers in the areas of Business Communication and Entrepreneurship. She has been a part-time consultant for three years to NTPC's World Bank funded projects on Environmental Impact Assessment. Connecting with Industry and conducting Management Development Programs (MDP) is her forte. Has conducted number of open & customized MDP's and workshops in the areas of 'interpersonal relationship, communication & presentation skills, assertiveness, positive attitude, leadership, entrepreneurial competencies, opportunity evaluation and business model & plan' for IAS, IFS & ISS officers, corporate in various MNCs, Public and Private sectors. She is able to create an ideal blend of Leadership, Entrepreneurship and Communication in her training programs, few of the most potential skills critical to creating success stories for Organizations in today's uncertain times.

A Ph.D. from IIT Kanpur and also the recipient of the prestigious Certification with Honours on 'Mentor Development Program for Entrepreneurs' jointly conducted by London Business School and National Entrepreneurship Network (2011). Being a certified mentor she has been successfully mentoring entrepreneurs. Her passion though, remains 'Student Start-ups'. She has been felicitated by TiE New Delhi for her contribution as a Mentor to the TiE Young Entrepreneurs (TYE: 2014-15). She has also on the 'Mentoring Board' of IIT Kanpur Entrepreneurship Cell and Amity University. At FORE she is also the Prof. In-Charge of the Centre for Entrepreneurship Development. She can be reached at: <anita@fsm.ac.in>.

**FORE School of Management**  
Management Development Programme

## Enhancing Assertiveness & Positive Attitude

**December 10-11, 2018**

**Registration Form**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: Office \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Your expectations from the Programme: \_\_\_\_\_

Residential / Non Residential \_\_\_\_\_

### Payment Options

#### Online Payment

Programme fees can be paid through credit / debit card / net banking. Please logon to FORE website [http://www.fsm.ac.in/exe\\_openmdpcalendar20182019.html](http://www.fsm.ac.in/exe_openmdpcalendar20182019.html) for online registration and payment.

#### Offline Payment

Programme fees can be paid through Local Cheque / DD  
If attached please give details

Local cheque / DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Signature

(Please return the completed form by post  
or email: [exed@fsm.ac.in](mailto:exed@fsm.ac.in), to:

**Executive Education Office**  
**FORE School of Management**  
B-18, Qutub Institutional Area  
New Delhi 110 016

*Note: Please feel free to make copies of this form for additional registrations.*