

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.	Emerging Trends in Performance Management	October 10-12, 2018
22.	A Handshake with Disruptive Digital Technologies	October 15-16, 2018
23.	Crisis Communication	October 25-26, 2018
24.	Executing Strategies in World of Constant Disruptions	October 29-30, 2018
25.	Coaching & Mentoring for Personal and Professional Success	November 1-2, 2018
26.	Business Environment in the Middle East and Africa	November 15-16, 2018
27.	A Consultants Tool-Kit for Solving Strategic Problems & Enhancing Business Performance	November 19-20, 2018
28.	Making the Supply Chain Responsive	November 21-22, 2018
29.	Retirement Planning for Seeking Financial Freedom	November 26-27, 2018
30.	Nurturing the 5th Dimension of Leadership	November 29-30, 2018
31.	Managerial Leadership and Team Building	December 3-4, 2018
32.	Enhancing Assertiveness and Positive Attitude	December 10-11, 2018
33.	Creating Winning Sales Teams	December 17-18, 2018
34.	Digital Communication	January 10-11, 2019
35.	Enterprise Risk Management for Creating Risk Intelligent Organisation	January 14-15, 2019
36.	Strategic CSR: From Agenda Building to Impact Measurement	January 17-18, 2019
37.	Foreign Exchange Risk Management	February 4-5, 2019
38.	The New Indian Consumer: Winning Concepts and Practices	February 21-22, 2019
39.	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 (Finance) courses at FORE are AICTE (All India Council for Technical Education) approved and accredited by National Board of Accreditation (NBA)
- The PGDM 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.

For any other information, please contact:

Executive Education Office

FORE School of Management

Adhitam Kendra

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DESIGNED BY: ALPS PRINTERS

Management Development Programme

on

**Effective Communication for Women
in the Workplace**

August 20-21, 2018

FORE Campus, New Delhi

Programme Directors:

Prof. Sriparna Basu & Prof. Reeta Raina



Imparting Knowledge for Exploring New Horizons



Introduction

Even though facts show that there is an increasing trend of women taking management positions, it is equally true that women are working for major corporations but in very few instances leading them. Women hold 16% of director positions at Fortune 500 companies, and according to Catalyst, a non-profit organization, and women only hold 4.6% percent of CEO positions as of 2013. Interestingly, Research indicates there are three must-have communication and leadership skills that women need in order to get the roles and positions best suited to their skills, interests, abilities and it is time this are debated and practiced to see what value they can yield.

Objectives

- Identify and analyse key issues and challenges for women in the workplace
- Understand how communication effectiveness can influence personal and professional behaviour
- Understand the different cultural and social perspectives on workplace behaviour for women
- How to audit one's own communication and set personal goals

Contents

1) Self-Image:

Exploring how you view yourself and your abilities? exploring what others really think of you; building self-respect; identifying your comfort zones; emphasizing personal strengths; giving yourself credit; focusing on things you know you can do; applauding yourself for efforts rather than seeking out failures;

2) Understanding & Defining Assertiveness:

The Key Concepts of Assertiveness and its Influence on Personal and Professional behavior; Different cultural and social perspectives on assertive behavior; Challenges of executing assertiveness as personal and workplace behavior; How to audit assertiveness and set personal goals

3) Intrapersonal and Interpersonal Behaviour:

Aligning the intrapersonal and interpersonal; managing interpersonal equations at work; Building resilience in interpersonal relationships; Building a personal and professional behaviour competence roadmap

4) Action Planning:

Participants plan and discuss what they will do on return to work.

Methodology

To involve participants in experiential exercises, role plays, case study analysis and roadmap building for various themes.

Who Should Attend

Middle level women executives of private and public sector companies

Duration & Venue

Dates: August 20-21, 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./Qutub Residency, New Delhi or equivalent from **noon of August 19, 2018 till noon of August 22, 2018.**

Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before August 10, 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

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. 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 Directors

Prof. Sriparna Basu, Professor of Communication at FORE School of Management, holds an M.A. from Jadavpur University, Kolkata (Gold Medalist) and obtained her Masters and Ph.D. in Cultural Anthropology from the University of Illinois at Urbana-Champaign, USA. She has more than 17 years of teaching experience which also includes training and consulting experience across various industry sectors. Her training interests span the domains of HR and Communication. She has conducted training workshops on change communication, cross-functional team work, interpersonal communication, assertiveness, cross-cultural communication in international business, crisis communication, and issues of gender in the workplace. She has been involved in training and consulting activities with a number of public and private sector organizations like ONGC, Power Grid, NHPC, British council, Relaxo Footwear, Oriental Insurance, Aviation Academy of India, Indian Institute of Public Administration, Indian Oil, Tata Motors, Food Corporation of India, Border Security Force (BSF), Indian Military Academy Dehradun, and also some start-up organizations. She has presented papers in 18 international and national conferences, and has a cache of publications in the form of research papers, cases and book chapters in national and international peer reviewed journals and books. She has won awards in more than one international case writing competitions. Her current research contributes to the interdisciplinary scholarship on globalization by examining the multiple forms of globalization and evolving cultural and national identities as exhibited by the Asian economies; sustainability of social ventures and behavior of small firms. She can be reached at <sriparna@fsm.ac.in>.

Prof. Reeta Raina is a professor at FORE School of Management. She has over 32 years of both teaching, training and research experience. She has publications majorly in top International refereed journals and her work has been quoted and cited in various international journals. She has a research book to her credit titled "The Constitutive role of Communication in Building Effective Organizations" published by LAMBERT - an International publishing company. She has presented papers in various international conferences and has been the recipient of Best Paper Award and Outstanding Presentations. She is also the recipient of the Best Professor award in HRM by National Education Award sponsored by Headlines Today. She is into corporate training as well. Her forte lies in experimenting successfully with different pedagogical tools. Presently, she uses theatre based activities that should help future managers build distinctive communication skills. Her research is interdisciplinary that includes employee engagement, work engagement, organizational communication; non-verbal communication, Organizational effectiveness, listening skills etc. Her earlier assignments were with MDI, Gurgaon and Thapar University, Patiala. She has been the visiting faculty at IIFT and IITM. She can be reached at <rainera@fsm.ac.in>.

FORE School of Management
Management Development Programme

Effective Communication for Women in the Workplace

August 20-21, 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 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, 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.