



&

ARVI Achievers

organizes

## One Day Program on PRODUCTIVITY DEVELOPMENT

IMC Chamber of Commerce and Industry in collaboration with ARVI Achievers is pleased to announce program on “Productivity Development” a 1-day learning intervention fixed on Friday -15<sup>th</sup> November, 2019 at IMC Vashi Center.

### Program Objective:

Productivity is one of the most imperative concepts within the field of business administration. It is imperative to enhance productivity to climb up the corporate ladder across functions be it Finance, Sales, HR, manufacturing, operations or facility management.

IMC wishes to conduct this training workshop for employees across functions and industries. This training workshop will highlight how making small changes to habits will improve the level of productivity and efficiency in your professional life. Practical case studies, international survey reports shared in the session will facilitate more quality work to be done in shorter period of time as well as teach you tips on time management.

Training Process	Blended Learning Approach
Day / Date	Friday, 13 <sup>th</sup> December, 2019
Time	9.30 am To 5.30 pm
Venue	IMC Chamber of Commerce and Industry, 601/602, The Commodity Exchange Bldg, IMC Marg, Sector- 19A, Turbhe, Vashi Navi Mumbai

### Who Should Attend: (Program designed across Industries / Functions / Levels)

Executives, Managers, Supervisors, Team leaders (Finance, Marketing & Sales, Software Developers, Recruiters, Counselors, Secretary & Facility Management)

### Learning Objectives:

Concept / Process

- Self- Development & Individual Productivity,
- Resource allocation and increase productivity analysis,
- Performance indicators during recession.

#### Management Productivity

- How to plan, prioritize and supervise self and team work effectively,
- Tools and Techniques for Management levels.

#### Leadership Productivity

- How to enhance team productivity,
- Problem Solving Techniques

#### **Faculty Profile:**

Archana V. Vijayan - works closely with enterprises & start-ups through consulting and advisory projects. Visiting Faculty to Top Private B-Schools, she is a certified Soft Skill Trainer and Consultant on Organizational, Strategic, Learning & Development and HR interventions.

As an industry recognized thought leader, she mentors various industry bodies and global clients in Manufacturing, Engineering, Process, Pharmaceutical, IT & ITES, BFSI, Hospitality and non-profit organizations like BMA, Rotary Club (Thane West) etc. She has been awarded as Think Tank Partner, MD's award, Star Talent Award for excellent performance and multiple High Achiever awards.

#### **Participant Fees**

Category	Fees
<b>IMC Members</b>	Rs.4000/- Plus 18% GST = <b>Rs. 4720/- per participant</b>
<b>Non IMC Members</b>	Rs.4500/- Plus 18% GST = <b>Rs. 5310/- per participant</b>

Participants will be awarded Certificate of Participation jointly by IMC Chamber of Commerce and Industry and Arvi Achievers at the end of the program.

Kindly register your participation at the earliest by filling up the enclosed link of Registration Form and forward the same to IMC by email: [meryl.cardoz@imcnet.org](mailto:meryl.cardoz@imcnet.org) or by post along with DD/ Cheque for applicable amount in favor of "IMC Chamber of Commerce and Industry".

For registration and further details, please contact the Education Department of IMC Chamber of Commerce and Industry, on Tel. No. 022-71226633 or email on [meryl.cardoz@imcnet.org](mailto:meryl.cardoz@imcnet.org) or visit the website [www.imcnet.org](http://www.imcnet.org).

With regards,

**Ajit Mangrulkar**  
Director-General