



BANGALORE MANAGEMENT ACADEMY

PRESENTS A ONE DAY WORKSHOP ON

SOFT SKILLS FOR THE 21st CENTURY LIBRARIAN

4th July 2009

ABOUT THE WORKSHOP

NUMBER OF PARTICIPANTS

Limited to 40 participants only on a first-come-first-serve basis

PARTICIPATION FEE

Fee for Corporates -
Rs. 5000.00

Fee for Educational Institutions - Rs. 500.00
(Rs.4500/-Waived off)

Cheque/DD/Cash should reach the coordinator on or before 25/06/2009 and should be drawn in favour of Bangalore Management Academy payable at Bangalore.

CONTACT

Mr. Prakash I N
Ph: 9880446597

prakash@bmaindia.com

VENUE

Conference Hall
3rd Floor, Block – C
BANGALORE MANAGEMENT ACADEMY
No.17, Ashirwad Towers,
Doddanekkundi Cross,
Mahadevapura Ring Road,
Marathahalli, Bangalore-37
080-4354 4117 / 4127
Fax:080-28533003

Soft Skills for Information Professionals.

In today's growing competitive world, competitors are left with no choice but to add value to their academic skills to exhibit their true potential. Performance at the work place depends on how an individual handles in various situations. Hard skills include academic expertise along with experience as described in a resume. Soft skills include self-development skills, interaction skills and communication skills. Technical and work-oriented skills are a must, but insufficient. These sessions aim to complement your hard skills with soft skills that you will learn during the Workshop.

The workshop is intended to enhance the various aspects of skills development which are necessarily for contemporary Library and Information Science professionals.

The Program is interactive along with presentations, demonstrations and discussions. The major topics to be discussed are:

- Personal qualities
- Listening skills
- Communications skills
- IT skills
- Public relations
- Customer service
- Leadership skills and teamwork
- Negotiating skills
- Presentation skills
- Teaching skills
- Writing skills - Business correspondence (writing letters)
- Interpersonal skills, team spirit, Business etiquette, Behavioral traits such as attitude, motivation and time management
- Managerial Skills Development
- Soft Skills Development

ABOUT BMA

Bangalore Management Academy (BMA) is the torchbearer of quality and innovative education in the IT capital of India. In collaboration with top universities from world over, BMA has brought in fresh educational trends in the country. BMA was established with a vision of providing quality education that leads towards professional success.

BMA provides high quality education in collaboration with Bharathidasan Institute of Management (BIM), Edith Cowan University (ECU), University of Aberdeen, Retailers Association of India (rai), Asia Pacific University College of Technology and Innovation (UCTI), Singapore Human Resources Institute (SHRI), Nanyang Institute of Management (NIM), Pondicherry University.



Dr. Amrita

Qualification: MBA with PhD

Experience: Over 10 years of rich experience including with IIMB, in designing and conducting soft skills training in areas of Organizational Behavior and Human Resource Management and in Designing competency based Assessment Centers. Training Consultant (period of association: April 2004 onwards) - Department of Organizational Behavior and HRM; Indian Institute of Management (IIMB), Bangalore. Duties: Designing and conducting training programmes, Management Development workshops and Assessment Centers. Preparation of training tools, exercises and reference material. Current Assignment: Assessment Centers for middle to senior management for Novo Nordisk, Middle Management for Apollo Tyres. Currently: Adjunct Faculty: OB and HRM at IIPM, Bangalore.



Mr. Ashton Harris

Qualification: H.N.C. Business Studies, Middlesex Polytechnic, London (equivalent to MBA); Doctor of Ministry

Experience: 18 years of industrial and training experience in India and England. Expertise in training areas of English Language, Public Speaking, Telemarketing Skills, Lifestyle Management and Personal Grooming, and Assisting with Voice and Accent Training and Improvement



Mr. Ray Neil Dickson

Qualification: Bachelor of Business Administration – Madras University, Tamil Nadu, Certification in UK Voice & Accent Training.

First source Solutions Ltd. Bangalore, South India. Knowledge of Citrix (Sky Television and Broadband Service's software system). Avaya (Telephone), CMS system– to check the agents telephony Targets. Sky Broadband-Dunfermline Scotland & First source Solutions Ltd. Certified in Yellow Belt, Six Sigma. First source Solutions Ltd, Bangalore.

Experience: Asst. Manager Competency Development: Starting Point Competency Training India Pvt. Ltd. First source Solutions Ltd.



Ms. Madhavi Krishna

Qualification: MCA, M Phil

Experience: 10 years plus experience in teaching various Information Systems subjects. 10yrs of total experience - D B Jain College, Chennai as Asst Professor for 7 years, Presidency college Chennai as Asst. Prof. for 3yrs.



BANGALORE
MANAGEMENT ACADEMY

ONE DAY WORKSHOP ON

Soft Skills for the 21st Century Librarian

4th July 2009

REGISTRATION FORM

NAME			
ORGANISATION			
ADDRESS			
CITY		STATE	
PIN CODE		COUNTRY	
PHONE		FAX	
MOBILE			
E-MAIL			

DETAILS OF REGISTRATION FEE

[Demand Draft should be drawn in favour of Bangalore Management Academy and payable at Bangalore]

Cheque / Demand Draft No: _____

Bank: _____

Date: _____

Amount: _____

Signature of Sponsoring Authority

Signature of the participant

(If Applicable)

Place:

Date: