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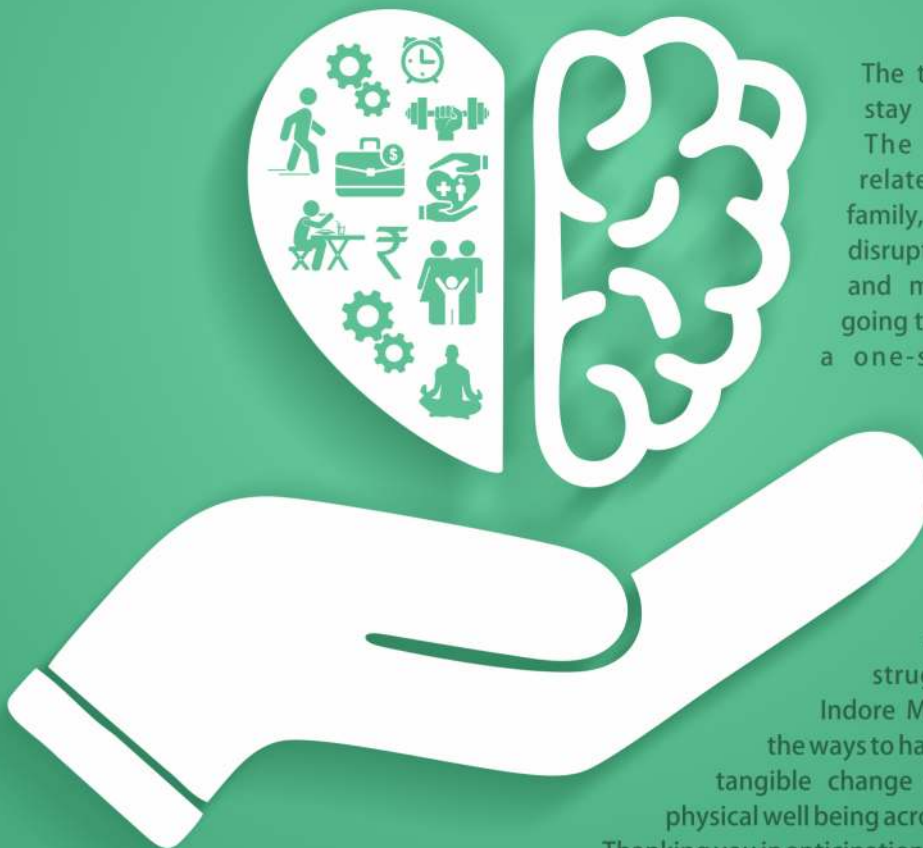
INDORE MANAGER

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RETURN TO RESILIENCE: MENTAL AND PHYSICAL WELL BEING



The times are challenging to stay energized and upbeat. The uncertainty, worries related to finances, health, family, and job security have disrupted our routines, lifestyles and mental health. This isn't going to be easy, and there's not a one-size-fits-all solution.

Whether it's reflection, reading, exercise, or spending time with our family, it is up to us to practice self-care and show vulnerability by admitting our own struggles. In this issue of Indore Manager, let's understand the ways to harness that inspiration into tangible change to address mental and physical well being across the workforce.

Thanking you in anticipation.

PRESIDENT'S MESSAGE



Return to Resilience : Mental and Physical Well Being

I hope that you & your family are in good health & safe.

It would be an understatement to say that 2020 was an unusual year. While Covid-19 impacted most of the countries & various sections of the society, sadly enough some countries suffered a little more than others.

In its first phase of pandemic, we managed the challenge of keeping business afloat through mandatory social distancing along with option to work from homes supported by reliance on technology tools. It was the

concern for safety of the people which was overriding at governments & organizational levels & to quite an extent; we reasonably succeeded in our efforts considering enormity of our vast population.

While situation seemed to be returning to normal, the enormous loss of lives resulting from the second wave of Covid-19 had devastating effect. Centre & state governments, corporate world as well as individuals had to take unprecedented measures to slow & interrupt its transmission to save lives & reducing pressure on our health systems and also the economy. The resulting situation has been more than challenging for us all.

It is quite natural for most of us to experience anxiety, stress, fear & loneliness during such times. Therefore, considering the consequences on both physical & mental health & well-being assumes greater importance.

While government is going ahead in full force with indigenously developed as well as imported vaccines for mass national level inoculation, with the talks going on around about anticipation of the third wave, it is imperative that we stay energized and upbeat both physically & mentally. It is indeed important for us all to renew our optimism about the future.

In this issue of Indore Manager, let's understand the ways to harness that inspiration and resolve to rise above the challenges & willingness to pull everyone towards a mentally and physically strong workforce to see through 2021.

Akhilesh Rathi
Managing Director,
Savitt Universal Ltd. Indore

EDITORIAL MESSAGE

We can't focus on the resource at the cost of the source! Well, put all the machines in place, material in order, methods in sync and monies at work; and still if you don't have people working at their best, all the other resources will not add up to create effectiveness. After all, unless the most evolved species of Homo sapiens intervenes with all its sapience, all potent resources will at best stay mere paraphernalia. Needless to say, the point becomes even more relevant in the unprecedented times we are witnessing.

That's what brings the 'mental and physical well-being' of 'our people' at the heart of our 'return to resilience'. When people are at their best, they give their best! This is the theme that this issue of Indore Manager intends to champion. It turns the spotlight back to the 'source' so that all the resources can then be aligned to produce the efficacy we so desperately need to welcome a new dawn of business as well as society. We hope you will find a lot to absorb and apply.

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PARENTING IN COVID SITUATION

How to Keep Ourselves and Kids Motivated in Difficult Times?



“If we take care of the moments, the years will take care of themselves.” —Maria Edgeworth

With schools and workplaces closed due to the pandemic, many of us have found ourselves dealing with a new, and often very stressful family situation. Having to work from home and run the household at the same time, we are also trying to keep our kids on track with their virtual school-work—all the while enduring the restrictions of social distancing and even being cut off from the support of friends and loved ones.

Many children are spending long periods of separation from their friends and are missing important school events such as exams, dances, and graduations. While the teen years are always difficult, the child is likely to be more at angst, moody, or defiant at the moment, than is normal for their age.

Some of the parents have lost their source of income and the financial pressure has added to the stress for the family unit.

Dealing with your child's fears and stress

After watching the news or overhearing an adult conversation regarding the pandemic, young children might get affected. COVID-19 has changed their schooling, friendships, and normal routine, so it should be a top priority to address your child's fears and reassure their physical and emotional well-being.

Engage Kids/Teens Creatively

Spending extra time with your teen can help them to open up and confide in you. Try:

- Cooking and eating together - Cooking one of your teen's favourite meals with them offers an opportunity to talk about what is going on in their life. Try to schedule dinners around the table with no distractions from phones, the TV, or other devices so you can talk as a family.
- Gardening together - Gardening is a great way to keep a tight bond, as it's a fairly docile activity that gives time to talk and strengthen a parent-child bond.
- Playing sports/exercising together - Many teenagers love to engage themselves physically, whether it be time spent playing sports, working out in the gym, or going on a run. Try shooting hoops, kicking a soccer ball, throwing a frisbee, or playing golf or tennis. When done together, it proves to be a great source of stress relief as well as an opportunity to bond.

Managing behaviour problems

Empathize with their frustrations - Be

empathetic about the things that they have been forced to give up due to the pandemic. Validate their feelings and listen without trying to convince them that they will be fine or reminding them that others have it worse. Sharing your own disappointments and frustrations will put you on the same team. In these times encourage them to be creative with how they interact virtually.

Get structured

Wake up Early - Staying at home does not mean sleeping till late

- Write Down Daily Plans
- Workout - What is your daily health routine? Are you disciplined about your exercise and fitness?
- Reading/Studying
- Clutter Management
- Creative Hobby

Actions to be mentally strong

Celebrations - A Small Celebration is a MUST in these testing times.

Gratitude - Observe what are you giving weightage to Gratitude or Complaint.

Our Words Create our World - Monitor your conversation on phone and with spouse.

Listen to Your Child More -

- Advise Less
- Create a comfortable environment of discussion, sharing and dialogue.
- It need not be serious/deep discussion each time.
- It can be fun/nonsense

Stop 'Blame Game' and 'Victim' Mentality -

Orientation - Do you have a problem-oriented or solution-oriented approach?

Does Your Child have a Mentor?

Engage Your Child in a Creative Hobby.

Encourage Mindfulness

Practicing mindfulness meditation encourages you to experience all these difficult emotions without judgment. In these difficult times, it can benefit both you and your teenage kids. Remind them that it is okay to feel stressed and anxious, but they should try not to dwell on worst-case scenarios. After all, even in the best of times, an element of uncertainty is still an unavoidable part of life.

By: Anandita Garg

Director

Training Mindware Resources, Pune



RETURN TO RESILIENCE : Mental and Physical well-being

It is ok to not be ok. The world has seen a catastrophe such as Covid 19, only a 100 years back when the outbreak of the Spanish flu happened.

To be resilient and bounce back in these times

is the need of the hour, but some things are easier said than done. Being perturbed and fearful in the current scenario is the default state of mind.

The thing is that at this time the world has

become a leveling ground. The pandemic can take on anyone. This makes us feel helpless and we feel a lack of control. We need to be resilient against this feeling of helplessness.

The inability to move and act freely leads to the release of hormones like adrenaline and cortisol, a quickened heartbeat, and the formation of gastric ulcers. People who report feeling powerless in their lives tend to show a greater risk of illnesses and death, even when you control for factors like their socioeconomic status.

This time calls for mindfulness and self-awareness. Acceptance is the key, be it mental or physical health. When we develop symptoms of the disease we need to be quick to accept and act to avoid further damage. As for mental well-being, it is a must to exercise - be it yoga, walking, running, cycling, or any form of cardiovascular exercise. But at the very same time do not hesitate in seeking professional help from counselors for your mental well-being. A person like that would have a neutral opinion of you free from preconceived notions about you and your background. Sometimes the words, "be strong" and "you are more than this" prick a lot as we feel anything but that and need to be heard. It's OK to accept that and go for someone who would hear you out impartially. It's ok to listen to your body and take this as an

opportunity to relax. If you feel like having a fixed schedule, do that or else have a random one. At this time we need to go with the flow.

We also need to demarcate between FEAR and F.E.A.R. (false evidence appearing real). Consuming clean news is also as essential as consuming clean food. Clean news refers to rational and verified news and not to WhatsApp Gyan. The real fear is when someone is ill and suffering in our family and close circle, whereas perceived F.E.A.R is imaginary as we feel helpless and imagine negative scenarios from the unclean consumption of gossip and unverified news.

While all these things are just tips and tricks, there is no one-size-fits-all. We need to be us and be aware of our needs and be in sync with how we feel mentally and physically to be resilient and bounce back from these unprecedented times.

Start your day with gratitude for all that you have. Try to consume good food and news. Be present and live the moment. Be expressive of your feelings. It's ok to cry or pent-out if you feel like it. Most importantly try to discover yourself in this unique situation and be yourself.

By: Surbhi Manocha
Director-Sales
Fiale Pharmaceuticals

IMA

ACTIVITIES & KEY TAKEAWAYS



Mr. Amandeep Thind

World-renowned International Speaker, Trainer, and Empowerment Coach

Exclusive Session | April 9, 2021

BUILD PROGRESSIVE MINDSET FOR SUCCESSFUL LIFESTYLE

- Acknowledge and embrace imperfections.
Hiding from your weaknesses means you'll never overcome them.
- View challenges as opportunities.
Having a growth mindset means relishing opportunities for self-improvement. Learn more about how to fail well.
- Try different learning tactics.
There's no one-size-fits-all model for learning. What works for one person may not work for you. Learn about learning strategies.
- Follow the research on brain plasticity.

The brain isn't fixed; the mind shouldn't be either.

- Replace the word "failing" with the word "learning."
When you make a mistake or fall short of a goal, you haven't failed; you've learned.
- Stop seeking approval.
When you prioritize approval over learning, you sacrifice your own potential for growth.
- Value the process over the end result.
Intelligent people enjoy the learning process, and don't mind when it continues beyond an expected time frame.
- Cultivate a sense of purpose.
Dweck's research also showed that students with a growth mindset had a greater sense of purpose. Keep the big picture in mind.
- Celebrate growth with others.
If you truly appreciate growth, you'll want to share your progress with others.

- Emphasize growth over speed.

Learning fast isn't the same as learning well, and learning well sometimes requires allowing time for mistakes.

- Reward actions, not traits.

Tell students when they're doing something smart, not just being smart.

- Redefine "genius."

The myth's been busted: genius requires hard work, not talent alone.

- Portray criticism as positive.

You don't have to use that hackneyed term, "constructive criticism," but you do have to believe in the concept.

- Disassociate improvement from failure.

Stop assuming that "room for improvement" translates into failure.

- Provide regular opportunities for reflection.

Let students reflect on their learning at least once a day.

- Place effort before talent.

Hard work should always be rewarded before inherent skill.

- Highlight the relationship between learning and "brain training."

The brain is like a muscle that needs to be worked out, just like the body.

- Cultivate grit.

Students with that extra bit of determination will be more likely to seek approval from themselves rather than others.

- Abandon the image.

"Naturally smart" sounds just about as believable as "spontaneous generation." You won't achieve the image if you're not ready for the work.

- Use the word "yet."

Dweck says "not yet" has become one of her favourite phrases. Whenever you see students struggling with a task, just tell them they haven't mastered it yet.

- Learn from other people's mistakes.

It's not always wise to compare yourself to others, but it is important to realise that humans share the same weaknesses.

- Make a new goal for every goal accomplished.

You'll never be done learning. Just because your midterm exam is over doesn't mean you should stop being interested in a subject. Growth-minded people know how to constantly create new goals to keep themselves stimulated.

- Take risks in the company of others.

Stop trying to save face all the time and just let yourself goof up now and then. It will make it easier to take risks in the future.

- Think realistically about time and effort.

It takes time to learn. Don't expect to master every topic under the sun in one sitting.

- Take ownership over your attitude.

Once you develop a growth mindset, own it. Acknowledge yourself as someone who possesses a growth mentality and be proud to let it guide you throughout your educational career.

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ACTIVITES & KEY TAKEAWAYS



Mr. Kester Craig Scharenguivel

Corporate Trainer with excellent Communication skills

Skill Development program | April 15 & 16, 2021

COMMUNICATIONS (VERBAL & NON-VERBAL)

- Verbal communication is enhanced when a person is an effective listener. Listening doesn't simply mean hearing; it necessitates understanding another person's point of view.
- Take the time to think before you speak to ensure that you articulate yourself clearly. Let other people interject and have the floor. Allow time for reflection on the subject at hand.
- Watching other people's body language, facial expressions and intonations, and being conscious of your own physicality and feelings can enhance non-verbal communication.
- Record yourself with both a video camera and an audio recorder to see how you communicate non-verbally. Are your gestures matching your words, or giving away what you're really thinking?
- Being aware of what we say and how we say it is the first step to successful communication. The ability to adapt quickly to the situation and form of communication at hand is a skill that people continue to hone for a lifetime.

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ACTIVITES & KEY TAKEAWAYS



Mr. Ankit Jain

Marketing Manager, MRF Ltd. Raipur

Student Chapter – Centre of Excellence | April 17, 2021

MARKETING STRATEGIES IN THE AIR

Paid Advertising

This includes multiple approaches for marketing. It includes traditional approaches like TVCs and print media advertising. Also, one of the most well-known marketing approach is internet marketing. It includes various methods like PPC (Pay per click) and paid advertising.

Cause Marketing

Cause marketing links the services and products of a company to a social cause or

issue. It is also well known as cause related marketing.

Relationship Marketing

This type of marketing is basically focused on customer building. Enhancing existing relationships with customers and improving customer loyalty.

Undercover Marketing

This type of marketing strategy focuses on marketing the product while customers remain unaware of the marketing strategy. It is also known as stealth marketing.

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ACTIVITES & KEY TAKEAWAYS

Word of mouth

It totally relies on what impression you leave on people. It is traditionally the most important type of marketing strategy. Being heard is important in business world. When you give quality services to customers, it is likely that they would promote you.

Internet Marketing

It is also known as cloud marketing. It usually happens over the internet. All the marketing items are shared on the internet and promoted on various platforms via multiple approaches.

Transactional Marketing

Sales is particularly the most challenging work. Even for the largest retailers, selling is always tough especially when there are

high volume targets. However with the new marketing strategies, selling isn't as difficult as it was. In transactional marketing, the retailers encourage customers to buy with shopping coupons, discounts and huge events. It enhances the chances of sales and motivates the target audience to buy the promoted products.

Diversity Marketing

It caters diverse audience by customizing and integrating different marketing strategies. It covers different aspects like cultural, beliefs, attitudes, views and other specific needs.

Marketing strategies have made it much easier to promote products and services. They also limit the strategy to target audience ensuring the proper advancement of the business.



Mr. Indraneel Chitale

Partner and CEO, Chitale Group, Pune

Mentoring from – Centre of Excellence | April 18, 2021

CEO'S JOURNEY, SUCCESS MANTRAS

- Build a strong and enthusiastic working environment
- Hire the Best People
- Think Big
- Make a Product that Brings Change
- Remember you are doing it for the Customer
- DE-clutter and Prioritize
- Build Your Brand



Dr. Nitin Merh

Associate Professor, Business Analytics, Jaipuria Institute of Management, Indore

Learning from Management Games | April 16, 2021

MANAGEMENT GAMES

- Know yourself, master yourself.
- Listen first, speak later.
- Turn downtime into ultra-productive time.
- Slow down to speed up.
- See opportunities where others see problems.
- Do less to get more done.
- Cultivate kindness and compassion.
- Let go of your ego.
- Make meetings and business engagements mindful.
- Deepen relationships with mindful communication.

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ACTIVITES & KEY TAKEAWAYS



Mr. Manoj Chhablani

Vice President, India Operations Indore,
Webgility Technocrats Indian Pvt. Ltd.

Reader's Clique | April 23, 2021

THE GENIUS YOU

- 'The Genius You' is the roadmap on how you can bring personal exceptionalism and perform at your peak in your personal and professional life.
- The book not only just motivates, but also inspires and transforms individuals for changing their inner world to reap magic in their outer world.
- Unleash your potential and live the life that you've dreamt of. Leave your comfort zone and you'll see the magic happening.
- Develop optimism at every step and do exceptionally well in your personal and professional life.
- Self-esteem is very important to determine the success, happiness and live a quality life.
- Surround yourself with right-minded (Not like-minded) people and up-level your life.
- Identify your peak productive time zone and complete your most important work during that particular time to excel in your performance.
- Practice doesn't make you perfect, only perfect practice makes you perfect.
- Fall in Love with Fear. Knowing won't make the difference, doing will. Implement what you know.

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ACTIVITES & KEY TAKEAWAYS



Dr. Bharat Rawat

Associate Director Cardiology,
Lifestyle Guide, Medanta Hospital, Indore

Open Forum | April 30, 2021

SMALL EFFORTS FOR A BETTER LIFESTYLE IN TODAY'S WORLD

- Take care of your basic lifestyle very well by following a routine. This will help you both physically and mentally.
- Eat your dinner between 6:00 - 6:30 PM not later than 7:00 PM. It does has a lot of weightage in building up your physical health.
- Cut on sugar 50% to what you are currently consuming.
- Wake up at 6:00 AM and give at least one hour to your body which includes exercise, yoga and pranayama. Please do stretching before any exercise to avoid injuries.
- Avoid smoking, chewing tobacco and alcohol.
- Don't give anyone right to ruin your mood.
- Don't react but respond.
- Take deep breaths to get back to your normal state.
- Don't listen to or spread negativity.
- Take good sound sleep.
- Develop the habit of reading books and praying for your loved ones before going to bed.
- Keep going up and bettering yourself every single day.
- Practice Patience. Learn to be selective and disciplined.
- Keep good company.
- Develop a vision board. Set small goals and accomplish them.
- Laugh more and more every single day. Don't look for reasons.

Serenity Prayer

God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.

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ACTIVITES & KEY TAKEAWAYS



Capt. Jaison Thomas

Corporate Trainer and Motivational Speaker

Learning from Management Games | May 02, 2021

SURVIVAL BY TEAMWORK

NEGATIVE IS THE NEW POSITIVE

- The negative emotions serve a specific purpose which makes them as crucial as being happy or surprised.
- Once you replace negative thoughts with positive ones, you'll start having positive results.
- In a healthy and competitive work environment, everyone has a chance to win. Everyone is given equal opportunity and they celebrate each other's win.
- Remind yourself to be in the moment. Embrace your emotion completely and live in the present.
- Negative emotions in mind are like a

tide in the ocean. Express it and make peace with it.

- Teamwork makes the dream work, but sometimes it can be a challenge. It's a solid way to break down barriers and build trust with every interaction.
- Good teamwork means a synergistic way of working with each person committed towards a shared goal. Teamwork maximizes the individual strengths of members and brings out their best.
- Once you pick the best plan for yourself, implement it and move ahead. Decision-making is one of the most important functions of the management.

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ACTIVITES & KEY TAKEAWAYS



Dr. Nami Rajpoot

Dental Surgeon, Pune

Open Forum | May 04, 2021



Dr. Priyanka Dubey

Nutritionist, Indore

WELLNESS FOREVER ORAL HEALTH & IMMUNITY

- Oral health is an essential part of your overall health and well-being. Poor oral hygiene can lead to dental cavities and gum disease and has also been linked to heart disease, cancer and diabetes. Do not neglect dental and oral hygiene at any cost.
- Follow the basic DO's and DONT's for optimizing oral health.
- Keep stress at bay during these testing times. Stress adversely affects oral health. Be optimistic and avoid any form of stress.
- Never skip your routine dental checkup. Various teleconsultation apps, social media platforms are available which enable you to contact the dentist through video conference.

IMA ACTIVITES & KEY TAKEAWAYS

Regular visits allow your dentist to discover early signs of cavities and gum disease.

- Brush your teeth twice a day. Use a soft-bristled brush with a fluoride tooth paste and be sure to brush all surfaces of the teeth, even the hard to reach places.
- Floss your teeth every day. Floss removes food trapped between your teeth and the film of bacteria that forms before it turns into plaque.
- Eat a mouth healthy diet. Indulge yourself in foods such as whole grains, fruits, vegetables and of course, water. Avoid sugar.
- Avoid alcohol, tobacco and smoking.

Immunity is the new weight loss!

- Include 3 to 5 teaspoons of Ghee daily as it acts as a prebiotic which supports gut bacteria. Gut bacteria helps

improve immunity and manage diabetes and heart diseases.

- Include rice in your diet, it has easy-to-digest proteins, lysine - an essential amino acid that repairs body tissues. It promotes healthy gut bacteria.
- Snack on Cashews (Kaju) as they are rich in vitamin B6, foliates and have anti-inflammatory, antibacterial, and anti-cancerous effects.
- Consume Aliv seeds or Halim in the form of “ladoos” or sprout them like pulses to boost immunity because they are a rich source of iron, calcium, linoleic, and amino acids.
- Drink/eat Kokum in sherbet or as a fruit. It has garcinol and helps to boost our immunity, improves digestion, assimilation of vitamins and helps in weight loss.
- Have a sound sleep and live stress free.

A healthy mind rules a healthy body.



IMA ACTIVITES & KEY TAKEAWAYS



Mrs. Avisha Awasthi

Empowerment Coach, Indore

Contemporary Learning | May 07, 2021

THE POWER OF TAKING EASY

- Keep Priorities clear and things as simple as possible.
- The most important thing to understand while learning to take easy is WHY we don't take easy.
- Acceptance is the key: One of the major aspects of living with a positive mindset is realizing and accepting the person we are.
- We are just a speck of dust in the entire universe. When we feel we are too important, we take life too seriously and hence we complicate.
- Life is uncertain, we don't know what happens in the next moment. Don't fight for little things.
- Life is meant to live peacefully and happily. Make it meaningful every single day.
- Explore your capabilities to the fullest. Enjoy every moment and be happy.
- Unlearn old beliefs that never served you, instead learn new ones.
- Focus your efforts on things you can control. Try not to worry about the things you can't.
- Be confident and humble.
- Question things.
- Support yourself through the learning process.
- See things for what they really are.

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ACTIVITES & KEY TAKEAWAYS



Mr. Manan Jain

Lead- HR People Partner & Experience,
India - YASH Technologies Pvt. Ltd, Indore

Student Chapter – Centre of Excellence | April 23, 2021

READINESS FOR CURRENT MARKET

- Identify your potentials and convert them into USP.
- Be aware of what's happening around in different industries and the world.
- Networking Skills and Self Profile building can be very fruitful in social media.
- Having a basic sense of Finance and numbers is very important no matter what your stream is.
- Having a sense of gratitude and empathy takes you a long long way.
- Current Emerging Industries and Roles.
- Self-Assessment and Evaluation is very important at frequent intervals throughout your career.



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ACTIVITES & KEY TAKEAWAYS



Mr. Padmanabh Tiwari

Assistant Commissioner Income Tax
Department, Indore

Reader's Clique | May 09, 2021

सौंदर्य की नदी नर्मदा

पुस्तक के कुछ उल्लेखनीय अंश:

- नदियों को हम पूजनीय मानते हैं, सिर्फ इसलिए नहीं कि वे हमारी प्यास बुझाती हैं बल्कि इसलिए भी कि उनके तट पर हमारी आत्मा पल्लवित पुष्पित होती है, संस्कृति का जन्म होता है। संसार की सभी प्रमुख संस्कृतियों का जन्म नदियों की कोख से हुआ है।
- भारतीय संस्कृति गंगा की देन है पर एक बात है, श्रेष्ठ गंगा है लेकिन जेष्ठ नर्मदा है। जब गंगा नहीं थी नर्मदा तब भी थी। नर्मदा गंगा से पुरानी नदी है और विंध्याचल सतपुड़ा हिमालय से पुराने पहाड़ है।
- हमारे मंदिरों की तरह हमारी नदियां भी पूर्वाभिमुख है। बड़ी नदियों में एक नर्मदा ही है जो पश्चिम वाहिनी है। नर्मदा मोटे तीर पर सीधे पश्चिम की ओर बहती है किंतु इसमें एक अपवाद है। अमरकंटक से चलने के बाद सीधे जबलपुर आने के बजाय वह दक्षिण की ओर एक बड़ा लपेटा लगाती है। इसी अर्धचंद्राकार के मध्य में है मंडला। नर्मदा यदि ऐसा ही लपेटा मालवा में लगाती तो इंदौर और गुजरात में लगाती तो बड़ीदा नर्मदा किनारे होते।
- शिलाओ से मंडित और झाड़ियों से आच्छादित विशाल किनारे से सटकर बहती नर्मदा ऐसी लगती है मानो शिव की गाद में पार्वती सो रही हों।
- पुराणों के अनुसार नर्मदा शिव पुत्री है। उसे शिव का वरदान प्राप्त है और इसीलिए सदियों से लोग नर्मदा की परिक्रमा करते हैं। किसी और नदी की परिक्रमा नहीं की जाती।
- नर्मदा सौंदर्य की नदी है। यह नदी वनो, पहाड़ियों और घाटियों में से बहती है। मैदान इसके हिस्से में कम ही आया है। सीधा सपाट बहना तो यह जानती ही नहीं। यह चलती है इतराती बलखाती, वन प्रान्तरों में लुकती छुपाती, चट्टानों को तराशती, डग डग पर सौंदर्य की सृष्टि करती, पग पग पर सुषमा बिखेरती।

IMA ACTIVITES & KEY TAKEAWAYS

IMA ACTIVITES & KEY TAKEAWAYS



Dr. Mukesh Vyas

Business & HR Advisor, Indore

Open Forum | May 12, 2021

WORK - HOME BALANCE

- 'Work Life balance,' needs 'work life integration', and for this take a 'Psychological Shift'.
- Plan your work in a way so that you take on the most challenging tasks at the beginning of the day, instead of at the end.
- Allow people to work from home to help achieve. When we are flexible, we are versatile, resilient and responsive to change.
- The new mantra of 'expectation & emotion' management - Do Feel, Flush, Flow! Don't Fight, Fake, Fret.
- Make sure you break your work monotony by taking time away from your workstation. Such breaks are sure to make you more productive, happy and focused, in the long run.



Dr. Sandeep Atre

Counselling Psychologist & Emotional Intelligence Expert, Indore

- To sustain high productivity, it is important to have a fresh mind. For that it is essential to take time off regularly.
- Everyone works differently. You will notice that there are certain hours in the day when you are most attentive and focused. Keep in mind those hours and get most of your work done during that time.
- If you have a family and/or significant other, ensure you arrange your time in conjunction with theirs. After all, work-life integration should make your life easier, not harder.
- Work-life integration doesn't look the same for everyone – and how you choose to organize your time will depend on both your professional and personal commitments. So in order to strive for it, prioritize your tasks first.
- Pay attention to your well-being and overall happiness and crucially, do what's right for you. It might not work for everyone – but done right, work-life integration could be key to improving your career and happiness.



Prof. (Dr.) Vipul Vyas

Director, Mann – The Mind, Mumbai

Exclusive Session | May 14, 2021

EFFECTIVE LIFE MANAGEMENT

All are work in progress..

- Situation in our lives may dominate our minds for a while and may make us feel stressed; however, a trained mind would change its perspective and use the situation to motivate oneself.
- Excessive compulsive thinking is so widely spread in the society that everyone considers each other as normal – we are not normal, but abnormal. It is a disease. Our own instrument is out of control.
- It is not that we use our mind more or less; we do not use our mind at all. Our mind uses us. Our brains aren't flying solo; our emotions also come into play when we're interacting with the world.
- Thoughts and emotions may have psychological or social relevance, but it has no existential relevance -Sadhguru
- The way we live our day-to-day life, forms the basis of our habits and tendencies. You can take control of your life by changing your habits. Our brain turns daily actions and behaviours into habits.
- Discipline is the key to effective life

management. The single most important attribute to becoming successful is self-discipline. It helps you stay focused on reaching your goals, gives you the gumption to stick with difficult tasks, and allows you to overcome obstacles and discomfort as you push yourself to new heights.

- Focus on the plant to get the flower. Focus the process to get the result. It reflects the fact that many people set goals that they never achieve. We have the best of intentions, but somehow these intentions don't translate to execution and outcomes. To be focused is also critically important in achieving results. If a goal remains far off and hard to measure, it's easy to lose motivation and drive.
- Struggles are the source of stretching our capabilities and to fully use our potential.
- Most people dabble their way through life, never deciding to master anything in particular. Decide to become a master of your life. Take control of your time and make your actions count.
- Seasons change and so do we, if something stops working, then don't keep expecting it to come back to life, move on and find a new way of tackling tasks. Step back and see what isn't working and make plans to adjust how you get the desired results.
- You live in your body. Give time to your body.

IMA

ACTIVITES & KEY TAKEAWAYS



Mr. Nishant Singh

Director IT
Ministry of External Affairs, New Delhi

Contemporary Learning IT Forum | May15, 2021

PERSONAL DATA PROTECTION

- Opt into Secure Browsing (HTTPS) for extra protection against unauthorized access to your internet activity and to ensure you're connected to the real website.
- Keep your password up to date to help safeguard your account. Make sure you create strong passwords.
- Watch out for phishing emails and spam emails requesting personal or sensitive information.
- Opt into Two-Step Verification to protect against people who aren't you from accessing your account.
- Update your Privacy Settings to understand how you're sharing your information.
- Backups help protect your photos, documents, and other data not only from a technical malfunction but from ransomware and other malicious hacking. Back up to an online service, external hard drive, or both, for the best data protection.
- Every app you install on your phone and every browser extension or piece of software you download from a sketchy website represents another potential privacy and security hole. Countless mobile apps track your location everywhere you go and harvest your data without asking consent.
- Block the trail of super cookies. Super cookies are bits of data that can be stored on your computer by whoever is serving them up, like advertising networks. Super cookies can communicate across different websites, stitching together your personal data into a highly detailed profile.
Super cookies don't go away when you clear your cache or delete cookies, making them a next-level tool in data collection.
- Set up a private email identity. Your email address is a unique identifier — after all, you're the only one with it. Think about all of the information someone could glean by connecting everything you do to your email identity.
- Using public Wi-Fi or an insecure connection could put personal data at risk, so you should make sure you always use a secure connection when connecting to the internet.

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ACTIVITES & KEY TAKEAWAYS



Ms. Surbhi Manocha Chowdhary

Mrs. Femina Finalist, Corporate Trainer,
Columnist & Biker

Student Chapter – Centre of Excellence | May 19, 2021

TURN YOUR FEAR INTO FAITH

- Being mindful is the first step to turn your fear into faith.
 - Human beings have the power to control their thoughts. This is the need of the hour.
 - Convert your fear into faith. Buddha said “The mind is everything. What you think, you become.” If you can control your mind, you can dictate the course of your life.
 - Our faith (beliefs) will determine our fate (outcome).
 - Believing that you can attain your goal is of great importance for its achievement. Without faith, there will be doubts and disbelief, which lead to non-doing and to non-achievement.
 - Reinforcing optimism is the way forward and we have to program our minds to be optimistic.
 - There is no correlation between punishment and fear except the fact that both are negative aspects. We are punishing ourselves with fear.
 - Manifest a happy fate with the help of optimism by using the power of what we think.
 - Start your day with gratitude for all that you have. Be present and live the moment. Be expressive of your feelings.
- “I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear.” Nelson Mandela.

IMA ACTIVITES & KEY TAKEAWAYS

PANDEMIC PARENTING & CAREER PLANNING

- Ensure your child goes to sleep and wakes up at the same time each day.
- Establish a night bedtime routine, where the lights are dimmed and your child can unwind and relax. Routine is important.
- Look at life from their eyes as well; don't keep interrogating. They have been in this situation for the first time. Understand them. Listen to them. Losing your temper will only damage your relationship and impact your child's sense of safety and security.
- Establish healthy new routines. Celebrate without occasions and

reasons. Make time for activities such as exercise, family games, and household chores as well as time for your child to socialize with friends, whether that's done safely in person or online.

- Young children are impressionable and will mimic your behavior, so make sure you set a positive example. Practice what you preach.
- Be empathetic about the things that children are forced to give up due to the pandemic. Validate their feelings and listen to them without trying to advise them for each and everything.
- Create a learning routine. A routine



Mr. Akash Sethia

Promoter & Director
CH Edgemakers, Indore

Exclusive Session | May 20, 2021

gives kids a sense of normalcy during an otherwise uncertain time. Just create a general outline that you think you can maintain on most days that still leaves room for flexibility and down-time.

- Every child has the right to choose their own career and they have the right to live their dreams. A child knows his interests and abilities better than anyone else. Support them. Encourage them.
- Talking to experienced people who



Ms. Anindita Garg

Director
Training Mindware Resources, Pune

have expertise on a particular subject or area can help children choose a career that is meant for them. Help them seek advice from industry experts and professionals and let them talk about their passion and aspirations.

- The most important thing for a child is to understand himself – his strengths and weakness, his interests, and other significant factors. Help him explore options in that field. Let him create an exhaustive list of his strong skills and determine the next step based on that.

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ACTIVITES & KEY TAKEAWAYS



Ms. Marlina Ramchandran

Mentoring Coach, Canada

Centre of Excellence | May 22, 2021

HAPPINESS IS EASY- LEARNING FROM THE ORDINARY

- Happiness is about looking for simple pleasures in ordinary life, which at times are the best source of happiness.
- The first way you can start to find joy in the ordinary is to start paying attention to how nature ebbs and flows. Your daily schedule might seem ordinary, but if you step outside and take a look at what Mother Nature is up to, you can start to find some simple pleasures.
- Saying no is an important skill to develop at any stage of the career

because it retains the most important asset in life: TIME

- Exploring a hobby can have an impact on your mental and physical well-being. Try taking on a nurturing role to find joy in the ordinary. Bake a special dessert for family. Do laundry with children. Have a fun pizza night where everyone joins together to cook dinner. These little things impact overall life satisfaction.
- With all the stress of the world at the

moment, hobbies give us some calm amidst the storm, be it reading, writing, yoga and meditation.

- Embrace your childlike wonder. Children know how to find joy in the ordinary, so if all else fails, do what they do. Get curious and excited about the magic of the mundane.
- Be passionate. Passion encourages our professional success. Embrace the adventure and take risks.
- Stress of everyday life catches up to us. We may forget to laugh and enjoy life to the fullest. Laughter is a powerful tool that we don't use enough.

- Count your blessings. Make it a habit to regularly reflect on the things you have to be thankful for. Focus on the blessings both big and small, from the people who love you, to the roof over your head and the food on your table. You will soon see it's a pretty long list.
- Practice gratitude and kindness. Look for ways to be more kind, compassionate, and giving in your daily life.
- Take delight in the good fortune of others. Remember, happiness is contagious, so as you share the experience, their joy will become yours.



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ACTIVITES & KEY TAKEAWAYS



Mr. Atul Mehta

Senior Vice President, Head of Sales
Razor Pay

Contemporary Learning | May 23, 2021

HOW TO NAVIGATE THE START-UP AT THE TIME OF CRISIS

- Be flexible and adaptable

In general, flexibility and adaptability are important traits for a startup to have, but they are more important now than ever.

- Cutting your budget, pivoting your product, or rethinking your market strategy to better align with current conditions, startups need to be able to think and act quickly and adapt to change.

- The key here is being proactive rather than reactive to this evolving situation.

- Increase your capital efficiency. This one should be obvious, but cash is king. One of the most significant threats to startups and small businesses is running out of cash. So it's crucial to re-think your budget and try to stretch out as much as possible.

- Streamlined cash flow is always important, but is even more so now.

- No one can predict where we're headed, but this is a good time to think outside the box and make the most out of the opportunities at hand. Adversity can force innovation out of necessity.
- Between financial anxieties, health worries, adjusting to new routines, and taking care of family — everyone is under a tremendous amount of stress right now. One thing startup leaders can do to mitigate some level of uncertainty is to be transparent and communicative with their teams.
- Entrepreneurs who are proactive rather than reactive, flexible, and open-

minded, it is possible to find opportunities within the chaos.

- Consistency and people determine the success of the start-up.
- Remember, energy is contagious. Setting the bar high while imbuing a sense of empathy within your team is paramount to success. One cannot succeed as an entrepreneur if they don't set the right examples. Your team should completely trust you, and on your part, you should be considerate enough to entertain their questions, come what may.



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ACTIVITES & KEY TAKEAWAYS



Mr. Nishant Gupta

Managing Director
Degree Day Pvt. Ltd, Indore

Exclusive Session | May 25, 2021

BREATHE FREELY AGAIN

- The air we breathe plays a significant role in the way we're responding to the current pandemic. Lower immune responses make us susceptible to the infection, and while the lockdown has significantly reduced pollution levels outside, we can't say the same about our indoor environment.
- Each of us, at every socio-economic strata, are not breathing the right air to survive and boost our breathing abilities. At all centrally air conditioned space - from offices, public transport, industrial units, restaurants and religious places to schools and colleges, we face recirculated air which

is either too high or too low on counts of humidity, temperature and air quality.

- Cover your face in crowded spaces as the most important thing to do currently is to wear a mask.
- Everyone can take steps to improve the quality of the air you breathe
 - a) Cleanup mould problems and control moisture.
 - b) Change filters and keep air ducts clean.
 - c) Keep your home clean and dust free.

d) Make sure your home is properly ventilated.

e) You may grow houseplants.

These measures, alongside existing protocols like temperature monitoring, disinfection and sanitization, can make us ready for the impending tomorrow.

- Enterprises and individuals are now looking at making homes and office spaces safer through the installation of high filtration systems, which can restrain viruses and other pollutants present in the air.
- Today, with almost all indoor spaces being air conditioned, it is imperative to install devices which have high efficiency filtration which can not only capture the pollutants and microorganisms but also eliminate them to 'sanitize' and purify the air. It is

also crucial to make sure that the room/building is properly ventilated.

- Air conditioners needs to be maintained properly and provided with additional fresh air to avoid chances of recirculation viruses and bacteria.
- Ventilation involves introducing clean air into space while removing stale air, to maintain or improve the air quality. Ventilation can be achieved naturally (e.g. by opening a window) or by installing a mechanical system.
- In general, AQI monitors are available in the market to check air quality in your room.
- We're nearing a new tomorrow - let us think pragmatically and prepare to meet it with the best defenses against COVID-19.

Stay tuned and be safe.
Get vaccinated.

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ACTIVITES & KEY TAKEAWAYS



Mr. Krish Ashok

Global Head, Digital Workplace, TCS Chennai,
Author of Masala Lab, Musician and Columnist

Exclusive Session | May 26, 2021

LET'S UNDERSTAND THE SCIENCE OF FOOD

- Cooking is essentially chemical engineering in a home laboratory, known as a kitchen, with an optional lab coat, known as an apron.
- Having an idea of how proteins, fats, flavour molecules, carbohydrates react with each other at varying proportions, temperatures and pressures, you get a basic understanding of cooking principles.
- While you are cooking and the logical process when approaching certain dishes, puts you in a much better position.
- If you've wondered why puris puff only on one side "When it meets hot oil, the bottom of the puri gets hotter, more dehydrated, than the top. A dome of air puffs up into the thin, relatively cooler, more moist top. It's why we push a puri down as it fries, to cook it evenly.
- Onions and garlic should be sliced at a particular angle to extract maximum flavour.
- Counting the cooking time in whistles? Instead, count the time after the first whistle of the pressure cooker goes off. Then turn down the heat and count six

minutes for the rice to be done, 10 minutes for large potatoes and 20 minutes for soaked chickpeas and rajma.

- Adding powdered spices early? Spices lend aroma, not taste, and if you use them early, you will have no aroma left by the end. That's why spices are the last thing to go into a dish at restaurants.
- Store spice mixes in the freezer, otherwise, they will lose their aroma.
- Onions that are cooked translucent lend mild flavour to creamy dishes like Korma. But the longer you brown them, the tastier they get. As for

tomatoes, the longer you cook, the more concentrated they become.

- If you overcook green leafy vegetables, they will turn bitter. Spinach is an exception.
- Whether you marinate the meat for half an hour or 24 hours, it won't make a difference because spices remain on the surface. Instead, brine the meat for a few hours and then marinate for an hour.
- The traditional eating habits have always been good for your health, so eat what your grandmother says to eat.



IMA ACTIVITES & KEY TAKEAWAYS

HEALTH & HYGIENE USING EFFECTIVE COVID MITIGATION

- Everyone should wear masks in public. Masks should be worn in addition to staying at least 6 feet apart, especially around people who don't live with you.
- If someone in your household is infected, people in the household should take precautions including wearing masks to avoid spread to others.
- Wash your hands or use hand sanitizer before putting on your mask.
- Wear your mask over your nose and mouth and secure it under your chin. Follow the procedure of double masking.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- Avoid close contact with people who are sick.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Get a COVID-19 vaccine when it is available to you.
- Once you are fully vaccinated, you may be able to start doing some things that you had stopped doing because of the pandemic.
- Avoid crowds and poorly ventilated spaces. Being in crowds like in restaurants, bars, fitness centers, or movie theaters puts you at higher risk for COVID-19.
- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible.
- Wash your hands often with soap and



Dr. Aseem Bhatnagar

Retd. Addl. Director, DRDO,
Head CEPIN (Retd)
INMAS (DRDO), New Delhi

Exclusive Session | May 28, 2021

- water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
- Clean high touch surfaces daily. This includes tables, doorknobs, light



Mr. Rajat Mittal

CBRN Mitigation Facilitator Strategy
& Management Consultant, New Delhi

- switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces according to manufacturer's labeled directions.
- If surfaces are dirty, clean them using detergent or soap and water prior to disinfection.
- Monitor your health daily. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

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ACTIVITES & KEY TAKEAWAYS



Ms. Veena Dadwani

Soft Skill & Behavioral Science Trainer,
Indore

Student Chapter – Centre of Excellence | May 28, 2021

BACK TO BASICS-AMIDST COVID-19

- Make a commitment to keep yourself and others safe by washing your hands, maintaining social distance, and wearing a mask in public.
- Practice COVID-19 safety precautions daily until they become habits.
- Keep safety supplies like extra face masks and small bottles of hand sanitizer with at least 60% alcohol easily accessible to encourage use.
- Involve children in keeping families consistent. Children help remind other family members to maintain physical distance, wear a mask, and keep their hands clean.
- Exercise! Exercising is one of the best ways to cope with stress and remain resilient. Engage in an activity like walking to encourage the release of endorphins, which can aid in relaxation.
- Communicate your frustrations with COVID-19 to a family member or friend.
- Practice constructive thinking, knowing you cannot change the current state of the pandemic, but you can change the way you think about it.

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ACTIVITES & KEY TAKEAWAYS



Mr. Akash Sethia

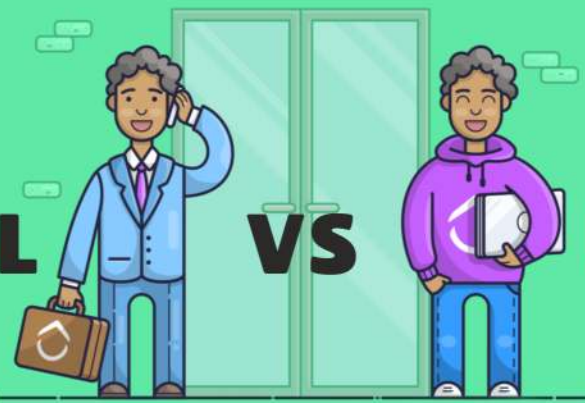
Promoter & Director CH EdgeMakers, Indore

IMA Student Chapter – Centre of Excellence | May 29, 2021

COFFEE WITH CAREERS WHAT YOU ALWAYS WANTED TO ASK ABOUT CAREERS - BUT NEVER COULD

- Reskill or upskill: With the change in demands your skills may have become outdated or of no use.
- Multitask: Expertise in one specific job skill is not enough to survive; one needs to put their hat in the ring to ensure that the re-skilling is put to proper use.
- Look forward: One needs to deep dive and see if they are cut out for some other role than the one, they are predominantly associated with. This happens a lot with organizations but even employees can redefine themselves.
- In short, these changes and challenges can serve as a conduit for one to undergo a transformation. A self-transformation can ring in better emotional intelligence and mental satisfaction.
- Just like the coin has two sides, this pandemic too has multi-fold dimensions. It has not only thrown up challenges but has also brought into the fray opportunities which were earlier seldom available or sometimes not even thought of.
- Pandemic or not, you must keep your face towards the sunshine and you shall never see the shadow.

FORMAL VS INFORMAL



100 Examples & What You Need to Know

Think about swapping the following words if the context is

Formal	Informal	Formal	Informal
Acceptable	Okay	Demonstrate	Show
Additionally	And	Destroyed	Trashed
Affluent	Rich	Difficult	Throw away
Allow	Let	Discuss	Talk about
Amusing	Funny	Donate	Give
Apologize	Say sorry	Economical	Cheap
Are not	Aren't	Eject	Throw out
Assist	Help	Elderly	Old
Belongings	Stuff	Employer	Boss
Cease	Stop	Enquire	Ask
Celebration	Party	Farewell	Bye
Child	Kid	Father	Dad
Colleague	Co-worker	Fortunate	Lucky
Complete	Finish	Furthermore	Also
Complex	Hard	Gratitude	Thanks
Concerned	Worried	However	But
Concerning	About	Ignorant	Stupid
Consider	Think	Impolite	Cheeky
Construct	Build	In jest	Kidding
Consume	Eat	In my opinion	I think
Correct	Right	Incorrect	Wrong
Costly	Expensive	Increase	Go up
Courageous	Brave	Inform	Tell
Dear (Name)	Hi (Name)	Insert	Put in
Deceased	Dead	Intelligent	Smart
Decrease	Go down	Investigate	Find out

Useful to avoid starting a sentence with "And".

This goes for all contractions like "can't", "won't", and "shouldn't".



Formal	Informal
Invite or Request	Ask
Irritate	Bug
Less affluent	Poor
May I	Can I
Moreover	Plus
Mother	Mom
Negative	Bad
Numerous	Lots
Occupation	Job
Omit	Leave out
Partner	Boyfriend or girlfriend
Perhaps	Maybe
Permit	Let
Perspire	Sweat
Positive	Good
Premises	Building
Proceed	Carry on
Prompt	Nudge
Purchase	Buy
Quarrel	Argue
Rectify	Fix
Relax	Chill
Release	Free



Formal	Informal
Repair	Mend
Requirement	Need
Reserve	Book
Reside	Live
Resolve	Sort
Satisfied	Happy
Schedule	Fix up
Seek	Look for
Select	Choose
State	Tell
Submit	Hand in
Substantial	Big
Sufficient	Enough
Superior	Better
Suspend	Stop
Terminate	End
Test	Try
Thank you	Cheers
Therefore	So
Transparent	Clear
Tolerate	Put up with
Unwell	Sick
Vacate	Leave
Verify	Check



WHAT YOU NEED TO KNOW

- Use context to decide on a formal or informal style.
 - Academic, professional, serious.
 - Personal, to friends and family, relaxed.
- Avoid slang and colloquialisms in formal writing.
 - Yes, going to, want to
 - Yeah, gonna, wanna
- Maintain a respectful tone in formal writing.
 - Could we consider changing the font?
 - We should change the font. I can suggest one.

- Avoid figures of speech in formal writing.
 - I thought about it.
 - I racked my brains.
- Avoid contractions in formal writing.
 - It does not work.
 - Doesn't work.
- Sentences are generally longer in formal writing.
 - Have you seen my glasses?
 - Seen my glasses?



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