

**Management Association of Nepal (MAN)**  
 Management Development Program  
 Baishakh-Chaitra-2063-2067  
 (2006-2010)

Let us proact, innovate, grow together and become better managers for the future world.

**Academic Course**

		<b>Number</b>	<b>Duration</b>	<b>Month</b>
1.	EMBA (Executive Master of Business Administration)	1	2 Years (4 Semester)	January-February
2.	Professional Diploma in Banking in collaboration with All India Management Association	1	1 Year	
3.	Professional Diploma in Insurance in collaboration with All India Management Association	1	1 Year	

**General Management**

		<b>Number</b>	<b>Duration</b>	<b>Month</b>
1.	Motivation Skill	1	2 days	On request
2.	Time Management	1	1 day	On request
3.	Human Resources / Personnel Management	1	6 days	June
4.	Office Management	2	6 days	April
5.	Supervisory Skills Development	1	6 days	August
6.	Management Skills for Administrative Professionals	1	6 days	July
7.	Leadership and Organization Development	1	3 days	On request
8.	Negotiation Skills & Techniques	1	2 days	On request
9.	Managing for Excellence	1	3 days	On request
10.	Interpersonal Communication Skills	1	3 days	On request
11.	Leadership Skill	1	3 days	On request
12.	Negotiation Skills	1	2 days	On request
13.	Creative Decision Making Skill	1	2 days	On request
14.	Stress Management	1	2 days	On request
15.	How to Manage Your Boss	1	1 day	On request
16.	Problem Solving Skill	1	2 days	On request
17.	Management Audit	1	5 days	On request
18.	Team Building & Conflict Management	1	4 days	On request
19.	Self Development	1	3 days	On request
20.	Positive Attitude on People at Work	1	2 days	On request
21.	Managing People	1	2 days	On request
22.	Conflict Management Skills	1	2 days	On request

**Accounting & Financial Management**

		<b>Number</b>	<b>Duration</b>	<b>Month</b>
1.	Marketing of Securities	1	2 days	On request
2.	Internal Auditing	2	5 days	April/December
3.	Inventory Management	2	5 days	June / October

4.	Risk Management	1	3 days	On request
5.	Accounting & Financial Management	1	5 days	September
6.	Advanced Financial Management	1	5 days	On request
7.	Role of Non-Finance Executive in Finance	1	3 days	December
8.	Accounting, VAT & Taxation	1	6 days	On request
9.	Performance Audit	1	6 days	On request
10.	Accounting & Auditing Standard	1	2 days	on request

### Banking

		Number	Duration	Month
1.	Commercial Bank Management	1	3 days	April
2.	Management of Financial Institutions	1	3 days	September
3.	Non-Performing Assets Management	1	3 days	On request
4.	Letter of Credit	1	3 days	On request
5.	Project Financing under Consortium	1	6 days	On request
6.	Portfolio Management	1	5 days	On request
7.	Treasury Management	1	5 days	On request
8.	Management of Credit Risk	1	4 days	On request
9.	Tax Assessment, Establishment, Long Form Audit & NRB Directives to Finance Companies / Banks	1	5 days	On request

### I/NGOs & Local Bodies

		Number	Duration	Month
1.	Logical Framework Approach (LFA)	1	5 days	On request
2.	Vision, Mission & Strategy Setting	1	3 days	On request
3.	Monitoring and Evaluation	1	5 days	September
4.	NGO Management	1	4 days	On request
5.	Training for DDC / VDC Staffs	-	-	On request
6.	Accounting & Finance for Non-Profit Organization	1	4 days	August
7.	Local Level Planning & Management	1	5 days	On request

### Insurance

		Number	Duration	
1	Life Insurance Management	1	5 days	April
2	Non-Life Insurance Management	1	4 days	October
3	How to Audit Your Insurance Program	1	2 days	On request

### Marketing

		Number	Duration	Month
1.	Marketing Communication	1	4 days	On request
2.	Marketing & Sales Promotion	1	4 days	May
3.	Personal Selling	1	3 days	On request
4.	Newspaper Marketing	1	6 days	On request
5.	Customer Relation Management	1	3 days	On request

6.	Sales Force Management	1	3 days	On request
7.	Marketing Research	1	6 days	On request
8.	Brand Management	1	2 days	On request
9.	Direct Marketing	1	2 days	On request
10.	E-Marketing	1	2 days	On request

### Other Programs

		Number	Duration	Month
1.	Consulting Methods & Skills	1	8 days	On request
2.	Proposal, Report Writing & Presentation	1	6 days	October
3.	Project Planning Management	1	6 days	On request
4.	Disaster Management	1	5 days	On request
5.	Successful Meeting Management	1	2 days	On request
6.	Better Quality of Work Life through Productivity	1	4 days	On request
7.	Corporate Culture	1	3 days	On request
8.	Performance Development & Appraisal Management	1	4 days	On request
9.	Employee Orientation	1	3 days	On request
10.	Trainers Development Program	1	6 days	On request
11.	Total Quality Management (TQM)	1	3 days	January
12.	Strategic Management & Planning for Senior Executives	1	4 days	On request
13.	Management Information System (MIS)	1	5 days	On request
14.	Industrial Relation	1	5 days	On request
15.	Micro Credit Management	1	6 days	On request
16.	Public Speaking	1	4 days	On request
17.	Airline Service Management Program	1	6 days	On request
18.	E-Business for Executives	1	5 days	On request
19.	School Management	1	5 days	On request
20.	Clearing & Forwarding	1	6 days	On request
21.	Corporate Governance	1	2 days	On request
22.	Dealing with Different People & Situation	1	4 days	On request
23.	Project Feasibility Study	1	10 days	On request
24.	Library Management	1	5 days	On request
25.	E-Government	1	5 days	On request
26.	Economic Analysis & Financial Management	1	5 days	On request
27.	Fundamentals of Project Management	1	5 days	On request
28.	Training Design & Management	1	6 days	On request
29.	Executive Development Program	1	30 days	On request
30.	Cross Functional Management	1	4 days	On request
31.	Balanced Scorecard	1	4 days	On request

### MAN Regular Programs

		Number	Date
1.	Manager of the Year Award Declaration	1	February
2.	Reformer of the Year Award	1	February

3.	Women Manager Recognition Award Declaration	1	February
4.	Management Development Scenario Presentation	1	February
5.	Theme Paper Discussion	1	February
6.	National Convention & Annual General Meeting	1	February
7.	Byavasthapan Journal	1	February
8.	Byavasthapan Newsletter	1	February
9.	Seminars / Workshop on Pertinent Managerial Issues (Open)	-	-
10.	Research & Consultancy	-	On Request
11.	Membership Drive	-	All Months
12.	Friday Management Talk	45	Each Friday at The World Bank, Public Information Centre
13.	Meet the MAN Members	45	Each Wednesday at MAN Office
14.	Video-Conferencing	14	November

**Note**

1. The above-mentioned programs are tentative and are subject to change. MAN can provide a wide range of management programs in the above areas for manager's senior, middle and junior from time to time. The brochure with detail course contents, fee structure, etc. will be sent to your organization one month before the program. MAN can also provide on-site (in-house) program at your request in the specific area you prefer. MAN will organize talk programs in contemporary issues.
2. If you have ten or more people to train, MAN can provide these courses on your own company premises. Save in travel and lodging costs and train your people together within the culture of your own organization.
3. We will provide special course as desired by participants in MAN-EMBA program. You can obtain 3 credit courses as your choice. There are 22 courses in the program.

**For detail information please contact:**

**Management Association of Nepal (MAN)**  
P.O. Box No.: 3032, Anamnagar, Kathmandu  
Phone No.: 977-01-4224475, Fax No.: 977-01-4240475  
Email: man@man.org.np, Webstie: www.man.org.np