

Dear Sir,

11/04/2016

Subject: INTERNATIONAL WEBINAR ON “EFFECTICE MEETING MENAGEMENT” ORGANIZED BY MERCHANTS’ CHAMBER OF UTTAR PRADESH (M.C.U.P.) AND THE YOUNG ACHIEVERS GROUP-KANPUR (T.Y.A.G.).

Merchants’ Chamber of Uttar Pradesh and The Young Achievers Group are jointly organizing a webinar on “Effective Meeting Management.” The details of the program as mentioned below:

Time: 09:15 AM to 10:45 AM

Date & Day: Monday 18th, April, 2016

Topic: Effective Meeting Management

Key-Speaker: Dr. Manu Vora

Venue: Conference Room, Merchants’ Chamber of Uttar Pradesh, 14/76, Civil Lines, Kanpur.

We have been organizing webinar with Dr. Manu Vora on Leadership excellence Series.

In this series, we have covered the following subjects:

- Leadership Excellence
- Effective Teamwork
- Effective Time-Management

In our day to day life it is very critical for students/faculties/professionals working in the corporates or any other organizations to make our meeting efficient and effective. Most of the times, we organize meetings unnecessarily even we can solve those matters by telephonic conversation, through mail or casually.

On 18th April, 2016 at 09:15 AM we shall organize a webinar on **“Effective Meeting Management”** includes:

- Meeting Planning
- Running Meeting
- Meeting Facilitating
- Meeting Follow-up
- Meeting Cost

It is the passion and part of the joy of giving back to India that Dr. Manu Vora conducts these webinars in order to solve the general problems of Entrepreneurs and to make their life balanced whether personally or professionally.

This programme is very effective for the peoples working across various fields. Whether a businessman, CEO, entrepreneur, professor, Nursing Home Owner, Doctor, members of an association, working executives or a youth pursuing higher studies, all require knowledge of an Effective Meeting Management to achieve the maximum outputs form their colleagues. We are very sure that it will be beneficial to all who attend this webinar.

At the end of the webinar there will be a **“Question and Answer”** session.

Kindly attend the session to make it more convenient.

We shall welcome your graceful presence.

Thanking you and Regards,
For Merchants’ Chamber of Uttar Pradesh.

(A.K. Sinha)
Secretary

Brief about Dr. Manu Vora is attached.



Dr. Manu Vora, Chairman & President, Business Excellence, Inc., USA Advisor of Eminence, Business Excellence, ASQ India. New Delhi, India Adjunct Faculty, School of Professional Studies, Northwestern University Visiting Faculty, Great Lakes Institute of Management, Chennai, India

Biography-

Dr. Manu Vora is Chairman and President of Business Excellence, Inc., a global quality management consulting firm. He has **over 40 years** of leadership experience in guiding Fortune 500 companies with Baldrige Performance Excellence in the areas of leadership development, customer satisfaction, employee engagement, and process excellence. **For over 22 years**, he has taught “Quality Management”, “Supply Chain Management”, and “**Project and Risk Management**” courses at various business schools globally. He is connected **with 80 educational institutes** world-wide.

He is a Past Vice President of ASQ, ASQ Fellow and Certified Quality Engineer. Manu has B.S., M.S., and Ph.D. in Chemical Engineering and MBA with Marketing Management. He is a sought after speaker on business excellence and quality management topics with **over 550 presentations** at local, regional, national, and international levels. He has published **over 60 articles** in professional journals and symposia proceedings. He has taught Risk Management to audiences in USA, Mexico, and Peru.

Dr. Vora is serving on the Board of Examiners for the Asia Pacific Global Performance Excellence Award Program since 2004. He served as a Chief Judge at the Illinois Team Excellence Award Program from 2003-2009. He is recognized with numerous awards from ASQ including Distinguished Service Medal, Grant Medal, Hutchens Medal, Ishikawa Medal, Lancaster Medal and ASQ Chicago Section’s first Founder’s Award and Joe Lisy Award. As a Founder President of Blind Foundation for India he and his team have raised **over \$4 million** to serve one million blind people in India. For his social service, he has received "2015 BHU Distinguished Alumnus Award", "2011 Ellis Island Medal of Honor", "2010 US President's Volunteer Service Award", and "2015 & 2000 Rotary International Paul Harris Fellow Medal".

