

Programme on
**BUILDING AND LEADING
EFFECTIVE TEAMS**



February 04 - 08, 2019



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

INTRODUCTION

The demand on managers to pool together people of diverse background, personalities, training and experience and integrate them into an effective team is increasingly felt in recent years. Modern managers invariably have to solve problems collectively, involving everyone who has to contribute either to solving a problem or implementing solutions. Effective teams are thus inevitable to organisational growth and development. A cohesive team, while ensuring optimum utilisation of human resources and talent, enables the members to be effective in whatever task they undertake and provide necessary capabilities in solving problems and achieving goals.

Experiences of organisations in India suggest that, though people are individually outstanding performers, they do not fare well collectively because they do not have adequate training and skills to work together. Mere grouping of individuals cannot make a team unless managers make an attempt to integrate the individuals into a team which is cohesive and responsive to meet the challenges. In order to build effective teams, it is essential for managers to acquire collaborative skills and understand the nature and processes of team functioning.

PROGRAMME OBJECTIVES

The Programme is designed to:

- facilitate understanding of various aspects of team work and its linkages with individual and organisational objectives;
- provide insight into the team role capabilities and leadership styles of oneself and to initiate one to the processes of team functioning;
- develop skills in the management of differences through constructive resolution of conflicts with a view to fostering collaboration among members of the organisation.

PROGRAMME CONTENT

- Organisational needs for team development
- Formation and functioning of teams
- Team role preferences
- Management of conflict
- Creative teams and learning organizations
- Leadership in teamwork
- Organisational culture for teamwork
- Action-plans for re-entry into work

PEDAGOGY

Training methods for this Programme include experience-based learning techniques such as diagnostic instruments, exercises, group work, case discussions and formal lectures.

ELIGIBILITY

Senior and middle level executives of public and private sector organisations, financial institutions and government departments are eligible to participate in this Programme.

Organisational sponsorship is essential

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single occupancy rooms. The College does not provide accommodation for the family. Transport between Airport/ Railway Station and venue will be arranged by the College. The Bella Vista Campus of the college is WiFi enabled in a comprehensive way.

DURATION

The Programme duration is from **February 04-08, 2019**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

PROGRAMME FEE

Residential Fee: Rs. 54,000/- (US \$1100 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: Rs. 46,500/- plus GST as applicable, presently 18% per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before February 01, 2019.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/75) to e-mail: income@asci.org.in for confirmation.

Bank details are given below:

For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda,
	Hyderabad - 500 082

For Foreign Participants:

Bank Account Number	62090698960
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBBH04
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda,
Nostro Account	Hyderabad - 500 082. 6550992180 (Optional)

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nomination is **January 28, 2019**. Kindly contact Programme Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 29, 2019. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

PROGRAMME DIRECTOR

Dr. Harsh Sharma

E-mail : harsh.sharma@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

Program for Young Managers	26-Nov-18	30-Nov-18
MDP for Women Executives	03-Dec-18	07-Dec-18

BUSINESS COMMUNICATION

Individual Excellence for Organizational Effectiveness	26-Nov-18	30-Nov-18
Leadership Skills Development	17-Dec-18	21-Dec-18
Communication Skills for Managers	21-Jan-19	25-Jan-19
Managing Creativity & Innovation	04-Mar-19	06-Mar-19

ECONOMICS

Financial Systems, Management and Accountability in Government	26-Nov-18	30-Nov-18
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ENERGY

Renewable Energy Regulation	21-Jan-19	23-Jan-19
Smart Grid Technology and its Application in Power Sector	10-Dec-18	12-Dec-18

ENVIRONMENT

SDGs and Climate change: Opportunities and challenges of adaptation and mitigation	03-Dec-18	05-Dec-18
Climate Change Adaptation and Disaster Risk Reduction	04-Feb-19	06-Feb-19

FINANCE

Finance for Non-Finance Executives	10-Dec-18	12-Dec-18
Infrastructure Financing	19-Nov-18	23-Nov-18
Entreprise Risk Management	04-Feb-19	07-Feb-19
Strategies for Cost Leadership	23-Jan-19	25-Jan-19
Advanced Financial Management	11-Feb-19	13-Feb-19

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality	28-Nov-18	30-Nov-18
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HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery	14-Nov-18	16-Nov-18
Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19
Programme on Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18
Programme on Building and Leading Effective Teams	04-Feb-19	08-Feb-19
Positive Organizational Behaviour	04-Feb-19	06-Feb-19
Decision Making for Effective Leadership	18-Feb-19	20-Feb-19
Team Dynamics: Activity Based Approach	10-Dec-18	14-Dec-18
Effective Trade Union	12-Nov-18	16-Nov-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18

Personal Effectiveness	07-Jan-19	09-Jan-19
Enhancing Interpersonal Effectiveness through Transactional Analysis	18-Feb-19	20-Feb-19
Strategic Human Resource Management with International Study Tour	11-Mar-19	23-Mar-19

INFORMATION TECHNOLOGY

Strategic R & D Management	10-Dec-18	12-Dec-18
Leveraging Big Data and Analytics	19-Dec-18	21-Dec-18

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management	07-Feb-19	09-Feb-19
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LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Index-based Crop Insurance-Concepts, Design and Implementation	17-Dec-18	19-Dec-18
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MARKETING

High Impact Sales Management	10-Dec-18	15-Dec-18
Creating Social Value Through Corporate Social Responsibility	14-Jan-19	16-Jan-19

OPERATIONS

Procurement Procedures for World Bank Aided Projects	19-Nov-18	30-Nov-18
Materials and Supply Chain Management	03-Dec-18	07-Dec-18
Project and Contract Management	07-Jan-19	11-Jan-19
Procurement Procedures for World Bank Aided Projects	11-Feb-19	22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance	25-Mar-19	29-Mar-19
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POVERTY STUDIES AND RURAL DEVELOPMENT

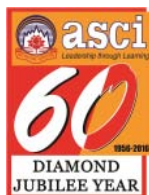
Capacity Building Program on Rural Industrial Development and Entrepreneurship	07-Jan-19	11-Jan-19
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STRATEGIC MANAGEMENT

Creating Progressive Boards	November 2018	
Driving performance through Transformational Leadership	18-Feb-19	22-Feb-19

URBAN GOVERNANCE

Change Management for Achieving Continuous Water Supply (24/7) For All In Urban Areas	29-Nov-18	01-Dec-18
Faecal Sludge Septage Management	21-Jan-19	23-Jan-19
International Certification Programme – Change Management for Achieving Continuous Water supply for All in Urban Areas - (India, Jerusalem and Tel Aviv, Israel)		



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
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Delhi Campus

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New Delhi - 110 016

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Website : <http://www.asci.org.in>



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Dr. Harsh Sharma
Programme Director

October 30, 2018

Programme on BUILDING AND LEADING EFFECTIVE TEAMS (February 04 - 08, 2019)

Dear Sir/Madam,

Team Building is increasingly needed in organisations for enhancing their efficiencies and effectiveness. The importance of team work increases as the tasks become more complex and more specialised and people feel the need for collaboration to solve work-related problems. It is a reality of life in general and work life in particular that conflicts are inevitable where people work together. Hence, managers need to acquire the skills in managing conflict to ensure collaboration and effective team-work.

Recognising the need for managers to develop team-building skills, Administrative Staff College of India has been offering the programme on "Team Building" for over a decade. The programme is designed for executives who have to build effective teams to ensure growth and development. It deals with various aspects of team development and conflict management with an added emphasis on experience-based learning.

I do hope that your organization would take advantage of this opportunity by nominating your Senior Executives to this programme. Our experience over the years has shown that nominations in teams of 2 or 3 would facilitate the effective application of principles and insights acquired from the Programme by the participants in their back-to-work situations.

The brochure which gives further details together with a nomination form is enclosed. For multiple nominations, you may use photocopies of the form. Alternatively, the form can be accessed from our website. The last date for receipt of the nomination along with the fee is January 28, 2019.

If you need any additional information regarding this programme, please do contact me or our Programme officer.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

We look forward to receiving your nomination(s) at the earliest.

Yours Sincerely

Harsh Sharma

Encl: Programme Brochure & Nomination Form



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

**Programme on
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(February 04 - 08, 2019)**

Nominee's Contact Information

Name (Mr/Ms) _____	Date of Birth : _____
Designation : _____	Qualification : _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____	Mobile: _____ Home: _____
e-mail : _____	Fax : _____

Sponsors Details

Name of the Sponsoring Authority: _____	Designation: _____
Organisation : _____	
GSTIN Number: _____	
Address : _____	
	Pincode : _____
Phone(s) : Office: _____	Mobile: _____
e-mail : _____	Fax : _____

Fee particulars

Amount Payable :	Mode of Payment (DD/Ch/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT

Medical Insurance :

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: poffice@asci.org.in