

Programme on

DECISION MAKING FOR EFFECTIVE LEADERSHIP

February 19 - 23, 2018



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

BACK DROP

Decision Making is one of the most important functions of a leader. Effective leadership, to a large extent, depends on the leader's capacity to make proper decisions. If a leader is able to analyze a situation, weigh alternatives and select the best alternative, then most of the problems in decision-making can be avoided. However, decision making is a lot more complex than it might appear. There are many psychological factors that impact decision making. The programme on 'Decision Making for Effective Leadership' is designed to provide insight into factors that influence decision making and familiarize participants with processes and techniques that help in improving the decision quality.

OBJECTIVES

The objectives of the programme are to:

- Provide an overview the process of Effective Decision Making
- Enhance Decision Making Skills

CONTENTS

The Programme content would include the following:

- Process of Decision Making
- Decision Making Styles
- Individual vs. Group Decision Making
- Leadership for Effective Decision Making
- Problems in Decision Making
- Decision Making Techniques
- Creative Decision Making

ANDRAGOGY

The Programme would be delivered through:

- Self-Exploratory Exercises
- Collaborative Tasks
- Practice Sessions
- Simulations
- Peer Coaching
- Interactive Sessions

PARTICIPANT PROFILE

The programme is designed for middle and senior level managers across functions from different sectors. This programme would prove beneficial for managers who are involved in the decision making processes of a company.

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms. However, the College does not provide accommodation for the family. Transport between Airport / Railway Station and Venue will be arranged by the College. The College is WiFi enabled in a comprehensive way.

DURATION

The Programme duration is from February 19 - 23, 2018. The Participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

PROGRAMME FEE

Rs.54,000/- (US \$1840 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 fee is credited in to our Bank account before February 16, 2018. Bank details are given below

For Foreign Participants:

Receiver's	State Bank of India, New York
Correspondent Bank	SWIFT: SBINUS33
	ABA routing no: 026009140
For Credit of	State Bank of India, Treasury department, Hyderabad, India, SWIFT-SBININBB602 NOSTRO A/C NO: 2111001212001 REF.NO.05055
Ultimate Beneficiary	Administrative Staff College of India, Account no: 62090698960, State Bank of India Bellavista, Rajbhavan Road Branch, Hyderabad

For Indian Participants :

Bank Particulars

Bank Name	State Bank of India
Address line 1	6-3-1092, 1st floor, A Block
Address line 2	Bellavista Branch, Raj Bhavan Road
Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
Bank MICR No	500002306
NEFT IFSC Code	SBIN0020063

Organisational sponsorship is essential

Note: Details of Bank / Wire transfer may be sent to fo@asci.org.in for confirmation.

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 hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for sending nominations is February 05, 2018. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

February 12, 2018. 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 ASCI Alumni Association.

CERTIFICATE OF PARTICIPATION

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

Programme Director

Dr. P. Subhashini

E-mail: subhashini@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Programme for Senior Executives (SEC)-130	08-Jan-2018	02-Feb-2018
ASCI-NRCR Joint Certification Course on Improved Management of Land Acquisition, Resettlement & Rehabilitation (LARR)	29-Jan-2018	09-Feb-2018

FINANCE

Strategies for Cost Leadership	08-Jan-2018	10-Jan-2018
Treasury and Risk Management in Banks/Fis	22-Jan-2018	24-Jan-2018
Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions	30-Jan-2018	01-Feb-2018
Business Risk Management	05-Feb-2018	09-Feb-2018
Advanced Financial Management	13-Feb-2018	15-Feb-2018
Evaluating and Financing Public Private Partnership Projects	26-Feb-2018	02-Mar-2018

HEALTHCARE MANAGEMENT

Certificate Course in Healthcare Quality	10-Jan-2018	12-Jan-2018
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HUMAN DEVELOPMENT

Educational Leadership for Senior Level Officials of Universities/ Educational Institutions	22-Jan-2018	24-Jan-2018
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HUMAN RESOURCE MANAGEMENT

Leadership Skills Development	18-Dec-2017	22-Dec-2017
Values Driven Leadership	08-Jan-2018	10-Jan-2018
Effective Learning and Development	08-Jan-2018	12-Jan-2018
Communication Skills for Managers	29-Jan-2018	02-Feb-2018
Building and Leading Effective Teams	05-Feb-2018	09-Feb-2018
Enhancing Interpersonal Effectiveness through Transactional Analysis	05-Feb-2018	07-Feb-2018
Positive Organizational Behaviour	12-Feb-2018	14-Feb-2018
"Strategic Human Resource Management with International Study Tour (Singapore and Malaysia)"	12-Feb-2018	24-Feb-2018
Decision Making for Effective Leadership	19-Feb-2018	23-Feb-2018
Strategic Human Resource Management	26-Feb-2018	02-Mar-2018
Managing Creativity & Innovation	06-Mar-2018	08-Mar-2018

INFORMATION TECHNOLOGY

Leveraging Big Data and Analytics	20-Dec-2017	22-Dec-2017
IT Enabled Knowledge Management	29-Jan-2018	31-Jan-2018
e-Learning and Digital Education	26-Mar-2018	28-Mar-2018

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management	22-Feb-2018	24-Feb-2018
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INNOVATION AND TECHNOLOGY

Strategic R & D Management	11-Dec-2017	13-Dec-2017
Managing Strategic Innovation	22-Jan-2018	24-Jan-2018

MARKETING

Creating Social Value Through Corporate Social Responsibility	11-Dec-2017	13-Dec-2017
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OPERATIONS

Project and Contract Management	08-Jan-2018	12-Jan-2018
Procurement Procedures for World Bank Aided Projects	12-Feb-2018	23-Feb-2018

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Translating Entrepreneurship to Enterprise	04-Dec-2017	08-Dec-2017
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STRATEGIC MANAGEMENT

Driving performance through transformational Leadership	19-Feb-2018	23-Feb-2018
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URBAN GOVERNANCE

"International Certification Programme - Change Management for Achieving Continuous Water Supply for All in Urban Areas – Phase - I Study Tour: (India & Tel Aviv & Jerusalem in Israel) – Phase - II Towards Universal Sanitation in Urban Areas GIS for Urban Development Public Private Partnership in Urban Infrastructure & Service Delivery Integrated Solid Waste Management	11-Dec-2017	13-Dec-2017	ASCI Intimate Later	ASCI Intimate Later
	18-Jan-2018	20-Jan-2018		
	07-Feb-2018	09-Feb-2018		
	12-Mar-2018	14-Mar-2018		



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad, Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-040-23324365

Phone : 0091-40-66534247, Mobile: 9246203535

Fax : 0091-40-66534356, E-mail: poffice@asci.org.in

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi - 110 016

Phone Nos: 011 - 26962204, 26961750, 26961850

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



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

Ph:0091-40-66533000, 66534363 (D), Telefax:(ProgrammesOffice) 0091-40-23324365

Fax: 0091-40-66534356, email: poffice@asci.org.in, URL:http://www.asci.org.in

Dr P Subhashini
Programme Director

November 30, 2017

Programme on
DECISION MAKING FOR EFFECTIVE LEADERSHIP
(February 19 - 23, 2018)

Dear Sir/Madam,

Making decisions might look very simple at the face value but upon deeper analysis the complexities surrounding it start appearing. One simple decision can make or break an organization, which is why it becomes absolutely necessary to consider decision making seriously. Effective leadership, to a large extent, depends on the leader's capacity to make proper decisions. If a leader is able to analyse a situation, weigh alternatives, before making decisions then most of the problems in decision-making can be avoided.

This programme on 'Decision Making for Effective Leadership' is designed for middle and senior level managers/executives/administrators. It provides an insight into the process of decision-making and throws light on some of the tools and techniques of effective decision-making.

A brochure outlining the details of the programme and other related information together with a nomination form is enclosed. Facsimiles of the nomination forms may also be used for multiple nominations.

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 hospitalization.

I look forward to receiving nominations from your organization latest by February 05, 2018.

With best wishes,

Yours sincerely,

P Subhashini

Encl : Brochure & Nomination form



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

Nomination Form
Programme on
DECISION MAKING FOR EFFECTIVE LEADERSHIP
(February 19 – 23, 2018)

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 of the Sponsoring Authority :

NOTE : Forward nomination form to : **Ms. V. Naga Swapna, Programs Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Telefax: 0091-040-23324365, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in