

Programme on
EFFECTIVE TRADE UNION MANAGEMENT

Towards aligning Trade Union with Changing Business Environment

November 06 - 10, 2017



BACKGROUND

The Business Environment has become more dynamic. The pace at which the changes are taking place in the global Business Environment has never been experienced. The present context of the Business Environment brings enormous pressure on the Trade Unions to keep themselves aligned with the changing requirement of the Business Environment. It is imperative that the Trade Unions need to organize their resources better and utilize the executive and administrative skills of their office-bearers optimally.

Moreover, there have been, over the last few decades, a marked change in the socio-economic status of workers in the organized sector. This change has created new challenges for the leaders of most unions. Further, several segments of officers too have collectivised.

In view of these external and internal turbulences, the Administrative Staff College of India is pleased to offer an exclusive Programme for Trade Union leaders to enable them to understand the new realities and provide an environment to work out strategies for improving their effectiveness.

OBJECTIVES

The main objectives of the Programme are to :

- develop appreciation of the business environment and the role of trade unions in the corporate sector;
- facilitate exchange of experiences and provide insights into efficient management of trade union affairs; and
- help provide a platform for experience-sharing and creating a network.

CONTENTS

The Programme contents are broadly as follows :

- Business Environment and Trade Unions;
- Trade Unions and Enterprise;
- Organisation Centered Trade Unionism;
- Role of Trade Unions in Managing Organisational Change;
- Role of Trade Unions in Managing Labor Redundancy;
- Managing Differences;
- Analysis of Financial Statements and Reviews;
- Legal Framework and its Implications;

ELIGIBILITY

A minimum of 5 years experience as an office bearer of a trade union, association or federation. Working knowledge of English is essential.

METHODOLOGY

The Programme will be dealt with by an appropriate blend of lectures, discussions, exercises and panels.

VENUE

The programme is fully residential and the participants will be accommodated in single air conditioned rooms. The college does not provide accommodation for the family. College will arrange transport between airport / railway station and venue. The College is WiFi enabled in comprehensive way.

DURATION

The programme duration is from November 06 - 10, 2017. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs.54,000/- (US \$1840 if foreign) plus 18% GST per participant will be charged to cover tuition, boarding and lodging, courseware(in electronic form) and other facilities of the College including Internet usage.

Rs.46,500/- plus 18% GST will be charged per Indian participant (not availing hostel accommodation) to cover 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 made in to our Bank account before Friday, November 03, 2017. Bank details are given below.

For Foreign Participants:

Receiver's	Bank of America, New York (SWIFT: BOFAUS3N)
Correspondent Bank	Via Chips ABA 0959 for Account UID 002473 Via Fedwire 026009593
For Credit of	State Bank of India, Treasury Department, Mumbai, India, SWIFT BIC – SBININBBH04 Nostro A/c No.6550992180.
Ultimate Beneficiary	Administrative Staff College of India, Account No.62090698960, State Bank of India, Bellavista, Raj Bhavan 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 hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date is October 23, 2017. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 30, 2017. 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

J. Swarnalatha

E-mail : swarnalathaa.j@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

Ethics and Values in Administration	21-Aug-2017	23-Aug-2017
Index Based Crop Insurance - Concepts, Design and Implementation	21-Aug-2017	23-Aug-2017
Effective Land Acquisition, Resettlement & Rehabilitation (LARR)	09-Oct-2017	13-Oct-2017
Programme for Young Managers	30-Oct-2017	03-Nov-2017
General Management Programme for Middle Level Executives	30-Oct-2017	09-Nov-2017
MDP for Women Executives	20-Nov-2017	24-Nov-2017
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

ECONOMICS

Financial Systems, Management and Accountability in Government - New Delhi	12-Nov-2017	16-Nov-2017
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FINANCE

Credit Monitoring & Follow-up in Banks/FIs	22-Nov-2017	24-Nov-2017
Finance for Non-Finance Executives	05-Dec-2017	07-Dec-2017
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

Risk Management, Quality and Audit in Hospitals	25-Oct-2017	27-Oct-2017
Best Practices and Innovations in Health Care Delivery	15-Nov-2017	17-Nov-2017
Educational Leadership for Senior Level Officials of Universities/ Educational Institutions	22-Jan-2018	24-Jan-2018

HUMAN RESOURCE MANAGEMENT

HR Audit & Analytics	04-Sep-2017	06-Sep-2017
Personal Effectiveness	11-Sep-2017	13-Sep-2017
Abhivyakti - Building Personality and managing stress using stories and theatre	25-Sep-2017	27-Sep-2017
Leading with Emotional Intelligence	23-Oct-2017	27-Oct-2017
Effective Trade Union Management	06-Nov-2017	10-Nov-2017
Improving Work Culture	20-Nov-2017	22-Nov-2017
Good Governance and Sustainability through HR Practices	27-Nov-2017	29-Nov-2017
Individual Excellence for Organizational Effectiveness	27-Nov-2017	01-Dec-2017
Leadership Engagement and Development	04-Dec-2017	08-Dec-2017
Conflict Management and Negotiation Skills	11-Dec-2017	13-Dec-2017
Team Dynamics- Activity Based Approach	11-Dec-2017	15-Dec-2017
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	10-Aug-2017	12-Aug-2017
Homes for All: Attaining the National Agenda	23-Nov-2017	25-Nov-2017
Urban Infrastructure Project Preparation and Management	22-Feb-2018	24-Feb-2018

INNOVATION AND TECHNOLOGY

Research Excellence in Organizations	07-Aug-2017	09-Aug-2017
Strategic R & D Management	11-Dec-2017	13-Dec-2017
Managing Strategic Innovation	22-Jan-2018	24-Jan-2018

MARKETING

Customer-Centric Brand Management	04-Sep-2017	06-Sep-2017
Creating Social Value Through Corporate Social Responsibility	11-Dec-2017	13-Dec-2017

OPERATIONS

Project and Contract Management	04-Sep-2017	08-Sep-2017
Procurement Procedures for World Bank Aided Projects	06-Nov-2017	17-Nov-2017
Materials and Supply Chain Management	27-Nov-2017	01-Dec-2017
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

Strategic Agility under Uncertainty	23-Oct-2017	25-Oct-2017
Driving performance through transformational Leadership	19-Feb-2018	23-Feb-2018

URBAN GOVERNANCE

*International Certification Programme - Change Management for Achieving Continuous Water Supply for All in Urban Areas - Phase - I	ASCI	ASCI
Study Tour: (India & Tel Aviv & Jerusalem in Israel) - Phase - II	Intimate Later	Intimate Later
Public Private Partnership in Urban Infrastructure & Service Delivery	21-Aug-2017	23-Aug-2017
GIS for Governance- Decision Support System	04-Sep-2017	06-Sep-2017
International Training Programme on Smart Cities - Study Tour: (India & China)	23-Oct-2017	31-Oct-2017
Towards Universal Sanitation in Urban Areas	11-Dec-2017	13-Dec-2017
GIS for Urban Development	18-Jan-2018	20-Jan-2018
Public Private Partnership in Urban Infrastructure & Service Delivery	07-Feb-2018	09-Feb-2018
Integrated Solid Waste Management	12-Mar-2018	14-Mar-2018
Long Duration Programme		
Business Management for Armed Force Officers	05-Jun-2017	17-Nov-2017



Administrative Staff College of India

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

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



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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J. SWARNALATHA
Programme Director

August 02, 2017

Programme on
EFFECTIVE TRADE UNION MANAGEMENT
Towards aligning Trade Union with Changing Business Environment
(November 06 - 10, 2017)

Dear Sir/Madam,

Trade unions are in the midst of dramatic changes the world over. The crisis is especially acute in India. Trade unions need to organize their resources better and utilize the executive and administrative skills of their office-bearers optimally. The programme is exclusively for the office-bearers of trade unions, associations or federations, who have a minimum of 5 years experience in holding office of President, Secretary, Treasurer or Executive Committee Member. Working knowledge of English is essential for comprehension and self-expression during the programme.

Participants should be sponsored by their respective organizations/trade unions. The fee for the programme is Rs. 54,000/- (US\$1840 if foreign) plus 18% GST per participant. The fee will cover tuition, board and lodging, courseware, etc. Further details of the Programme are given in the enclosed brochure. A copy of the nomination form and an illustrative list of sponsoring organizations of some previous programmes are also enclosed.

I look forward to receiving your nominations at the earliest.

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.

Yours faithfully,

(J. Swarnalatha)

Encl : Brochure & Nomination Form, Illustrative List of sponsoring organizations



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Leadership through Learning

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

Nomination Form
EFFECTIVE TRADE UNION MANAGEMENT
Towards aligning Trade Union with Changing Business Environment
(November 06 - 10, 2017)

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 : _____	
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

All Illustrative list of Sponsoring Organisations in our Earlier Programmes on Effective Trade Union Management

ABB Employee's Union	Food Corporation of India, Chennai
ACEF, Mumbai	FSTPP, PO Nabarun
Air Corporations Employee's Union	General Insurance Employee's Union
Air India, Mumbai	Glaxo Labs Employee's Union, Mumbai
Airlines Ground Instructors' Association	Gujarat Electricity Board
All India Overseas Bank Employees' Union	HAL, Hyderabad
All India Union Bank Officers' Congress, Hyderabad	Herdillia Chemicals Employee's Union
Atlas Copco. Employee's Federation, Mumbai	Herdillia Chemicals, Navi Mumbai
Atlas Copco. Employee's Federation, Pune	Hindustan Antibiotics, Pune
BSES Ltd., Mumbai	Hoechst, Mumbai
Bajaj Electricals, Mumbai	Hoechst, New Delhi
Bank of Baroda, Patna	INDAL, PO Chotamuri
BEL Employee's Union, Bengaluru	India Flight, Mumbai
Bharat Electronics Ltd., Bengaluru	India Tobacco Co, Chennai
Bharat Earth Movers Employee's Association, Mysore	Indian Additives Employee's Union
Bhartiya Kamgar Sena, Mumbai	Indian Aircraft Technicians' Association
Bombay Electric Workers' Union, Mumbai	Indian Aluminium
Bombay Port Trust, Mumbai	Indian Institute of Bankers' Employees Organisation
Canara Bank, Mumbai	Indian Oil, New Delhi
Canteen Stores Department, Mumbai	Indian Overseas Bank Officer's Association
Canteen Stores Dept. Employee's Union, Mumbai	Indian Pilots Guild, Mumbai
Cement Corporation, New Delhi	Instrumentation Ltd., Kota
Chennai Petroleum Corpn.	Instrumentation Ltd., Chennai
Cochin Refineries Employee's Association	Insurance Emp. Association
Coal Mines Officers' Association	Insurance Employees' Union
Coachin Refineries Worker's Association	IOB Officers' Association
Coromandal Fertilizers Ltd., Visakhapatnam	IPCL, PO Petrochemicals
CSD Dept.	KCP Ltd., Guntur
CSD Employee's Union	Krishna Cement Works, Guntur
DAE, Kalpakkam De-Nocil	Larsen & Toubro, Chennai
De-Nocil Employees' Union, Lote	Loktak Project
Dow Agro Sciences	Mahindra & Mahindra Ltd., Mumbai
E Merck (I) Ltd. Workers' Union, Goa	Maruthi Udyog Co., Haryana
E Merck India Ltd., Raigad	Mangalore Refinery & Petrochemical Ltd., Mangalore
Estates Staff Union of South India	MICO, Employees Union
Farakka Super Thermal Power Project,	Motor Industries Company Ltd., Sitapura
PO Nabarun	MRPL employees Union
	Municipal Corporation, Impal

National Hydro-Electric Power Corpn. Ltd.
 National Cement, Mancherial
 National Federation of General Insurance Employees' Union
 National General Insurance Employees' Union
 National Organic Chemicals Ind. Ltd., Thane
 National Organic Chemicals
 National Fertilisers Marketing Employee's Union, Chandigarh
 Nethpa Jhakri Power Corporation
 New India Assurance Co. Ltd.
 NOCIL Agro Chemicals. Chiplin, Dist. Ratnagiri
 NOCIL, Mumbai
 NRC, Thane
 Office of the Chief Engineer, Chamera Power Station
 Ogilvy, Benson & Mather (P.) Ltd., Mumbai
 Oil India Ltd.
 ONGC Purbanchal Employees' Association
 ONGC Workmen's Association
 Oswal Petrochemicals Employee's Union, Mumbai
 ONGC - Mangalore Refinery and Petrochemicals Ltd.
 Oswal Petrochemicals, Mumbai
 Petroleum Employees' Union
 Power Finance Corporation Union
 Power Finance Corporation Ltd., New Delhi
 Power Finance Corporation Employees' Union
 Raasi Cement Ltd., Nalgonda
 Raasi Cement Ltd., Vishnupuram, Dist. Nalgonda
 Rajasthan Municipal Corporation, Jaipur
 Rastriya Mill, Mumbai
 Refinery Employee's Union
 Reserve Bank of India
 Reserve Bank of India, Employees' Association
 Reserve Bank of India Officers' Association
 Rourkela Steel, Rourkela
 SAE, Jabalpur
 SAF, Kanpur
 SAE (I) Ltd., Jabalpur
 Sandvik Asia Employees' Union
 Sandvik Asia, Pune
 Shriram Refrigeration, Hyderabad.
 SICOM Officers' Association, Mumbai
 Singareni Collieries Worker's Union
 Small Arms Factory
 South Central Railway
 South Central Railway Mazdoor Union
 Standard Chartered Bank, Cochin.
 Standard Chartered Bank Employee's Union, Cochin
 Standard Chartered Bank, New Delhi
 Standard Chartered Bank, New Delhi
 Standard Chartered Bank, Mumbai
 Standard Chartered Bank, Kolkutta
 Standard Chartered Bank, Chennai
 Standard Chartered Bank, Patiala
 STC of India Ltd., New Delhi
 Syndicate Bank, Hyderabad.
 Syndicate Bank, Chennai
 Tamilnadu State Apex Coop. Bank Employee's Union
 TATA Tea Ltd.
 Thakur Cement, PO Barmana
 TNSC Bank Ltd., Chennai
 Tunghabhadra Sugar Works, Karnataka
 Union Bank Officer's Association, Ahmedabad
 Union Carbide (I) Ltd., Mumbai
 Uttaranchal Jalvidyut Nigam Ltd.
 Visakhapatnam Port Trust, Visakhapatnam
 Voltas & Volkart, Secunderabad
 Zuari Agro Chemicals Ltd. Employee's Union
 Zuari Agro Chemicals Ltd. Worker's Union
 Zuari Agro Chemicals Ltd. Worker's Union, Goa
 Zuari Agro Chemicals Ltd., Goa
 Zuari Agro Chemicals Ltd., Zuari Nagar
 Zuari Industries Ltd.,
 Zuari Industries Ltd., Employee's Union
 Zuari Industries Ltd., Worker's Union