



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

Ph:0091-40-66533000 13 Lines, 66534265 (Direct)

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

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

Prof. J. SWARNALATHA
Programme Director

September 10, 2018

Programme on

EFFECTIVE TRADE UNION MANAGEMENT

Towards aligning Trade Union with Changing Business Environment

(November 12 - 16, 2018)

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\$1100 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



Administrative Staff College of India
Leadership through Learning



Programme on
Effective Trade Union Management

*Towards aligning Trade Union with
Changing Business Environment*

(November 12 - 16, 2018)



Administrative Staff College of India

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.

Organisational sponsorship 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 air conditioned single occupancy 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 12 - 16, 2018**. The participants are expected to arrive a day before 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 **November 09, 2018**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code **(Prg/18-19/1/52)** 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, Hyderabad - 500 082.
Nostro Account (Optional)	6550992180

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 **November 5, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

November 5, 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 the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

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

Programme Director

Prof. J. Swarnalatha

email: swarnalathaa.j@asci.org.in

ASCI Management Development Programmes for 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

Programme for Young Managers	26-Nov-2018	30-Nov-2018
MDP for Women Executives	03-Dec-2018	07-Dec-2018

BUSINESS COMMUNICATION

Leadership through Self-Discovery	24-Oct-18	26-Oct-18
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-2018	30-Nov-2018
--	-------------	-------------

ENERGY

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

ENVIRONMENT

Regulations & EMP for Common Environmental Infrastructure	12-Nov-18	15-Nov-18
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

Infrastructure Financing	19-Nov-18	23-Nov-18
Finance for Non-Finance Executives	10-Dec-18	12-Dec-18
Strategies for Cost Leadership	23-Jan-19	25-Jan-19
Enterprise Risk Management	04-Feb-19	08-Feb-19
Advanced Financial Management	11-Feb-19	13-Feb-19

HUMAN RESOURCE DEVELOPMENT

Enhancing Skills of Young Women Professionals	01-Oct-18	05-Oct-18
Leading with Emotional Intelligence	22-Oct-18	26-Oct-18
Effective Trade Union Management	12-Nov-18	16-Nov-18
Best Practices and Innovation in Health Care Delivery	14-Nov-18	16-Nov-18
Improving Work Culture	19-Nov-18	21-Nov-18
Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18
Team Dynamics: Activity Based Approach	17-Dec-18	21-Dec-18
Personal Effectiveness	7-Jan-19	9-Jan-19
Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19
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
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

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
---	-----------	-----------

INNOVATION AND TECHNOLOGY

Strategic R & D Management	10-Dec-18	12-Dec-18
----------------------------	-----------	-----------

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

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

MARKETING

Customer Centric Brand Management	04-Oct-18	06-Oct-18
High Impact Sales Management	10-Dec-18	14-Dec-18
Creating Social Value Through Corporate Social Responsibility	21-Jan-19	23-Jan-19

OPERATIONS

Project and Contract Management	24-Sep-18	28-Sep-18
Procurement Procedures for The 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 The World Bank Aided Projects	11-Feb-19	22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Sustainable Development Goals and Good Governance	25-Mar-19	29-Mar-19
---	-----------	-----------

POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Programme on Rural Industrial Development and Entrepreneurship	07-Jan-19	11-Jan-19
--	-----------	-----------

STRATEGIC MANAGEMENT

Driving Performance through Transformational Leadership	18-Feb-19	22-Feb-19
---	-----------	-----------

URBAN GOVERNANCE

Creating and Managing Digital Presence	4-Oct-18	6-Oct-18
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
Towards Universal Sanitation in Urban Areas	04-Feb-19	06-Feb-19



Administrative Staff College of India

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

Phone : 0091-40-66533000, 66534247

Fax : 0091-40-66534356

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



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

Nomination Form

Programme on

EFFECTIVE TRADE UNION MANAGEMENT

Towards aligning Trade Union with Changing Business Environment

(November 12 - 16, 2018)

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN :	_____
Address :	_____

	Pincode : _____
Phone(s) :	(Off) : _____
	(Mobile) : _____
e-mail :	_____
	Fax : _____

Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/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