



asci
Leadership through Learning

Programme on

Enhancing Interpersonal Effectiveness through Transactional Analysis

February 05 - 07, 2018



ADMINISTRATIVE STAFF COLLEGE OF INDIA

INTRODUCTION

Transactional Analysis is a theory developed by Dr Eric Berne in the 1950s. Originally trained in psychoanalysis, Berne wanted a theory which could be understood and available to every one and began to develop what came to be called Transactional Analysis (TA). Transactional Analysis is a social psychology and a method to improve communication. The theory outlines how we have developed and treat ourselves, how we relate and communicate with others, and offers suggestions and interventions which will enable us to change and grow. Transactional Analysis is underpinned by the philosophy that :

- People can change
- We all have a right to be in the world and be accepted

OBJECTIVES

The objectives of the programme are to:

- Enable the participants to have insight into their personality
- Understand how the participants relate themselves to others in their teams and organization in particular and society in general
- Learn technique for behavioural change leading to effective interpersonal relationships.

PROGRAMME CONTENT

The areas of discussion will include

- Why do we behave the way we behave? - Ego-state model
- The way we communicate with others - Transactional analysis
- Why do we communicate? - Strokes
- Our view of the world. Relationship with ourselves and with others-Life position
- The scripts we follow
- The imperatives of change - autonomy
- Effective communication
- Improving interpersonal relationships.

LEARNING TECHNOLOGY

The programme is designed to take the participants through the simple but elegant theory of Transactional Analysis using discussions, individual and group exercises, and experience sharing. Going beyond the theory, the participants will also learn and internalize various practical techniques to bring about change in themselves.

PARTICIPANT LEVEL

The programme would be beneficial to all those interested in enhancing their interpersonal effectiveness through the understanding of transactional analysis.

VENUE

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

DURATION

The Programme duration is from February 05 - 07, 2018. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs. 34,000/- (US \$1495 for foreign) plus GST 18% per participant. The fee covers tuition, boarding and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Rs.28,000/- plus GST 18% per Indian participant (not availing hostel accommodation). 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 02, 2018. 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 Branch, Raj Bhavan Road , 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 January 22, 2018. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 29, 2018. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of 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

Ms. J. Swarnalatha

E-mail: swarnalathaa.j@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

ECONOMICS

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

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

HUMAN DEVELOPMENT

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

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

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

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

STRATEGIC MANAGEMENT

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 Intimate Later
 Study Tour: (India & Tel Aviv & Jerusalem in Israel) – Phase - II Intimate Later
 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



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

Phone : 0091-40-66533000 13 Lines, 66534265 (Direct) Telefax (Programmes Office) : 0091-40-23324365,

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

J SWARNALATHA
Programme Director

November 14, 2017

Dear Sir/Madam,

**Programme on
Enhancing Interpersonal Effectiveness through Transactional Analysis
(February 05 - 07, 2018)**

We are enclosing our brochure for this unique three-day programme on TA for Interpersonal Effectiveness. While there has been growing realization that interpersonal relationship is very important for achieving organizational goals, there has been little effort by organizations to enable their managers to develop the skills of interpersonal relationship. This programme is designed to bridge this gap.

Although the programme is based on the simple but profound theory of Transactional Analysis, it is designed keeping in mind the need for managers to internalize the concepts within the short duration of the training programme. The delivery will be free of jargons and intimidating theoretical digressions. The thrust of the programme is self-realization and reinventing one's relations with others, particularly in the context of organizational functioning. The programme will be highly practical with hands-on exercises and group discussions.

We are sure that you will find the programme useful to your managers. We are enclosing the nomination form. In case you need more nomination forms, the same can be photocopied for multiple nominations. We advise you to take early action in the matter so that your nomination is considered on first-come-first served basis.

We do look forward to receiving nomination(s) from your esteemed organization.

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.

Thanking you for your interest and support for the Management Development Programmes of the College.

Yours Sincerely

(J. Swarnalatha)

Encl : Brochure and Nomination Form



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

**Nomination Form
Programme on
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Transactional Analysis
(February 05 - 07, 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