



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

☎ : 0091-40-66533000, 66534247

Telefax: (Programmes Office) 0091-40-23324365, Fax : 0091-40-66534356,
email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Dr. P. Subhashini
Programme Director

March 31, 2017

Dear Sir/Madam,

Programme on

ENHANCING MANAGERIAL EFFECTIVENESS

(July 24-26, 2017)

Organizations of today are prone to unprecedented and unanticipated challenges varying in degree, quality and nature. Organizations, therefore, need dynamic managers who can convert the emerging challenges into opportunities. Consequently, the managers are required to enhance their repertoire of managerial skills and competencies to meet this demanding situation.

The module on 'Enhancing Managerial Effectiveness' designed for middle and senior level managers/executives/administrators will help them acquire skills necessary for effective management that would lead to accomplishment of organizational goals and promotion of psychological well-being of the employees.

A brochure outlining 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 **July 10, 2017**.

With best wishes,

Yours faithfully,

P.Subhashini

Encl: Brochure and Nomination Form



Programme on

ENHANCING MANAGERIAL EFFECTIVENESS

July 24-26, 2017



Administrative Staff College of India

INTRODUCTION

Effective management is a result of persistent efforts in multiple dimensions be it the formulation of strategies or the smooth functioning of day-to-day activities. The complexity in management partially arises due to how organizations juggle between the efforts that focus on long-term objectives and handling daily nitty-gritty. In order to ensure effective functioning of organizations, it becomes extremely important for organizations to invest time and effort in developing managerial competencies. A structured effort in this direction would not only lead to formulating successful organizational strategies but would also ensure proper execution of day to day operations.

The programme on Enhancing Managerial Effectiveness is designed to help participants develop managerial competencies that help them operate on information, people and action plane. It would provide participants with an ample opportunity for self-reflection and for making systematic effort towards skill development.

WHO SHOULD ATTEND

Senior and middle level executives from Government, Public and Private Sector Organisations.

OBJECTIVES

The objectives of the Programme are to::

- ◆ Provide an insight into skills that are required to enhance managerial effectiveness
- ◆ Create an opportunity to learn and develop managerial skills that would in turn lead to organizational effectiveness

PROGRAMME CONTENT

The content of the Programme would include the following :

- ◆ Managerial Skills and Roles
- ◆ Planning and Goal Setting
- ◆ Problem Solving and Decision Making

- ◆ Conflict Management and Negotiations
- ◆ Interpersonal Effectiveness
- ◆ Motivating Self and Others
- ◆ Communication Skills
- ◆ Working in Teams

METHODOLOGY

The programme would align with the principles of andragogy and would include:

- ◆ Interactive Sessions
- ◆ Self-Exploratory Exercises
- ◆ Collaborative Tasks
- ◆ Simulations
- ◆ Case Studies

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single occupancy 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 **July 24 - 26, 2017**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

ABOUT ASCI

The Administrative Staff College of India is the realm of practicing managers, the policy think tank, the fountain-head of research and a leading consultancy provider. Ever since it was established in 1956, ASCI fuelled the process of professionalizing management, by synergizing a symbiotic blend of management development (training), consultancy and research. Over 1,34,100 participants from industry, government and non-government organizations in India and the developing world have taken advantage of more than 200 management development Programmes offered by ASCI every year and

nearly 350 organisations have reaped benefits from its research and consultancy services.

PROGRAMME FEE

Rs. 34,000/- (US \$1495 for foreigners) plus 15% Service Tax per participant will be charged to cover tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Rs.28,000/- plus 15% Service Tax 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 July 21, 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 – SBHYINBB002Nostr 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	Raj Bhavan Road Branch, Bellavista

Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
Bank MICR No	500004008
NEFT IFSC Code	SBHY0020063

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 **July 10, 2017**. Kindly contact Programmes Officer for further details (*contact details are given at the end of the nomination form*).

LAST DATE FOR WITHDRAWAL

July 17, 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

Dr P Subhashini

E-mail: subhashini@asci.org.in

ASCI Management Development Programs for 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

Social Impact Assessment	26/Apr/2017	28/Apr/2017
Ethical Leadership In Public Governance	19/Jun/2017	21/Jun/2017
High Impact CSR - Need Assessment to Impact Evaluation	03/Jul/2017	07/Jul/2017
Leadership and Performance Management	10/Jul/2017	14/Jul/2017
General Management Programme for Senior Executives (SEC) - 129	10/Jul/2017	04/Aug/2017
Advanced Management Programme: Empowering Proven Leaders to Drive Strategic Renewal for Sustainable Growth - (Study Tour to EU)	07/Aug/2017	18/Aug/2017
	10/Sep/2017	24/Sep/2017
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) Programme for Young Managers	09/Oct/2017	13/Oct/2017
General Management Programme for Middle Level Executives	30/Oct/2017	03/Nov/2017
MDP for Women Executives	30/Oct/2017	09/Nov/2017
General Management Programme for Senior Executives (SEC) - 130	20/Nov/2017	24/Nov/2017
ASCI-NRRC Joint Certification Course on Improved Management of Land Acquisition, Resettlement & Rehabilitation (LARR)	08/Jan/2018	02/Feb/2018
	29/Jan/2018	09/Feb/2018

ECONOMICS

Data Analytics for Banking & Financial Services	24/Jul/2017	28/Jul/2017
Financial Systems, Management and Accountability in Government - New Delhi	13/Nov/2017	17/Nov/2017

ENERGY

Regulating Electricity Tariffs and Related Issues	03/Jul/2017	07/Jul/2017
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ENVIRONMENT

Environmental Impact Assessment for Projects	12/Jun/2017	14/Jun/2017
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FINANCE

Project Appraisal and Financing	31/Jul/2017	04/Aug/2017
Credit Appraisal in Banks & Financial Institutions	17/Jul/2017	21/Jul/2017
Credit Monitoring & Follow-up in Banks/Financial Institutions	22/Nov/2017	24/Nov/2017
Finance for Non-Finance Executives	04/Dec/2017	06/Dec/2017
Strategies for Cost Leadership	08/Jan/2018	10/Jan/2018
Treasury and Risk Management in Banks/Financial Institutions	22/Jan/2018	24/Jan/2018
Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions	29/Jan/2018	31/Jan/2018
Business Risk Management	05/Feb/2018	09/Feb/2018
Advanced Financial Management	12/Feb/2018	14/Feb/2018
Evaluating and Financing Public Private Partnership Projects	26/Feb/2018	2/Mar/2018

HEALTHCARE MANAGEMENT

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

Creating Change Makers: Training Programme for New Age Women Professionals	21/Aug/2017	25/Aug/2017
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

Managing Recruitment, Selection and Induction	10/May/2017	12/May/2017
Leadership through Self-Discovery	17/Jul/2017	19/Jul/2017
Enhancing Managerial Effectiveness	24/Jul/2017	26/Jul/2017
Building High Performance in Organizations through Work Life Balance	31/Jul/2017	02/Aug/2017
Leadership Skills Development	31/Jul/2017	04/Aug/2017
HR Audit & Analytics	04/Sep/2017	06/Sep/2017
Personal Effectiveness	11/Sep/2017	13/Sep/2017
Abhyakiti-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	05/Mar/2018	07/Mar/2018

INFORMATION TECHNOLOGY

e-Procurement	03/Jul/2017	05/Jul/2017
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

High Impact Sales Management	22/May/2017	26/May/2017
Customer-Centric Brand Management	04/Sep/2017	06/Sep/2017
Creating Social Value Through Corporate Social Responsibility	11/Dec/2017	13/Dec/2017

OPERATIONS

Procurement Procedures for The World Bank Aided Projects	10/Jul/2017	21/Jul/2017
Inventory Management	24/Jul/2017	26/Jul/2017
Project and Contract Management	04/Sep/2017	08/Sep/2017
Procurement Procedures for The 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 The 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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Rama Rao

STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers	19/Jun/2017	23/Jun/2017
Driving Performance through Strategic Initiatives	24/Jul/2017	26/Jul/2017
Creating Progressive Boards	16/Aug/2017	18/Aug/2017
Strategic Agility under Uncertainty	23/Oct/2017	25/Oct/2017
Driving Performance through Transformational Leadership	19/Feb/2018	23/Feb/2018

URBAN GOVERNANCE

Integrated Solid Waste Management	17/Apr/2017	19/Apr/2017
Faecal Sludge Septage Management	15/May/2017	17/May/2017
Orientation on GIS, Remote Sensing, GPS & Surveying for Managers	25/May/2017	27/May/2017
International Certification Programme - Change Management (Phase - I)	13/Jun/2017	15/Jun/2017
for Achieving Continuous Water Supply for All in Urban Areas - (Phase - II)	16/Jun/2017	22/Jun/2017
Study Tour: (India & Tel Aviv & Jerusalem in Israel) - Creating and Managing Digital Presence	19/Jun/2017	21/Jun/2017
Towards Zero Waste- Decentralised Solid Waste Management	28/Jun/2017	30/Jun/2017
Public Private Partnership in Urban Infrastructure & Service Delivery	21/Aug/2017	23/Aug/2017
Soft Skills for Professionals in Urban Management	28/Aug/2017	30/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 Forces Officers	05/Jun/2017	17/Nov/2017
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Phone : 0091-40-66534247, 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



Nomination Form
Programme on

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(July 24-26, 2017)

Nominee's Contact Information :

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

Sponsor's Details

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

NOTE : Forward nomination form to : **Ms. V. Naga Swapna, Programmes 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