



**asci**  
Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

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

☎ : 0091-40-66533000, 66534247, Fax : 0091-40-66534356,

email: poffice@asci.org.in, URL: <http://www.asci.org.in>

**Dr. P. Subhashini**  
Programme Director

April 10, 2018

Dear Sir/Madam,

Programme on

## **ENHANCING MANAGERIAL EFFECTIVENESS**

(July 23-25, 2018)

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 16, 2018**.

With best wishes,

Yours faithfully,

**P.Subhashini**

Encl : Brochure and Nomination Form



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Programme on  
**Enhancing  
Managerial  
Effectiveness**

**July 23–25, 2018**

Programme Director

**Dr. P Subhashini**

E-mail: [subhashini@asci.org.in](mailto:subhashini@asci.org.in)

**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.

**Organisational sponsorship is essential**

## 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

## 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 1,40,000 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 over 500 organisations have reaped benefits from its research and consultancy services.

## 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 23 - 25, 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 \$690 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.28,000/- 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 **July 20, 2018**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code ( P r g / 2 0 1 8 - 1 9 / 1 / 2 2 ) t o income@asci.org.in for confirmation.

### For Indian Participants :

**Bank Account Number** 62090698675  
Beneficiary Name Administrative Staff College of India  
IFS 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  
Receiver's Bank of America, New York  
Swift Code SBININBBH04  
Bank Name State Bank of India,  
Branch Address Bellavista Branch, Rajbhavan Road,  
Hyderabad – 500 082.  
Nostro A/c No. 6550992180  
**(Optional)**

## 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 for receiving nominations is **July 16, 2018**. Kindly contact Programmes Officer for further details while sending nominations (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**July 17, 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.

# ASCI Management Development Programmes for 2018-19

## MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Programme for Senior Executives – SEC - 131	16-Jul-2018	10-Aug-2018
Advanced Management Programme	30-Jul-2018	10-Aug-2018
Building Competencies for Leading Strategic Change (Study Tour to EU)	09-Sep-2018	23-Sep-2018
Programme for Young Managers	26-Nov-2018	30-Nov-2018
MDP for Women Executives	03-Dec-2018	07-Dec-2018
General Management Programme for Senior Executives – SEC - 132	07-Jan-2019	01-Feb-2019

## BUSINESS COMMUNICATION

Leadership through Self-Discovery	25-Jul-18	27-Jul-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

Assessment and Monitoring of Business Performance	04-Jul-18	06-Jul-18
Creating Development Roadmap for India through Sustainable Development Goals: Vision 2030	05-Sep-18	07-Sep-18
Financial Systems, Management and Accountability in Government	26-Nov-2018	30-Nov-2018

## ENERGY

Regulating Electricity Tariffs and Related Issues	17-Sep-18	21-Sep-18
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

Design and Operational Aspects of Sewage and Faecal Waste Treatment Plant-STP & FSTP	07-May-18	09-May-18
Environmental Impact Assessment for Projects	11-Jun-18	13-Jun-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

## HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality in AYUSH Hospitals	27-Jun-18	29-Jun-18
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## HUMAN RESOURCE DEVELOPMENT

Managing Recruitment, Selection and Induction	07-May-18	09-May-18
Educational Leadership for Senior Officials of Universities/Educational Institutions	06-Jun-18	08-Jun-18
HR Analytics	11-Jun-18	13-Jun-18
Ethics and Values in Administration	20-Jun-18	22-Jun-18
Enhancing Managerial Effectiveness	23-Jul-18	25-Jul-18
HR Audit and Analytics	03-Sep-18	05-Sep-18
Personal Effectiveness	17-Sep-18	19-Sep-18
Enhancing Skills of Young Women Professionals	24-Sep-18	28-Sep-18
Leading with Emotional Intelligence	22-Oct-18	26-Oct-18
Effective Trade Union Management	05-Nov-18	09-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
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
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## INFORMATION TECHNOLOGY

e-Procurement	25-Jun-18	27-Jun-18
e-Learning and Digital Education	24-Sep-18	26-Sep-18
Leveraging Big Data and Analytics	19-Dec-18	21-Dec-18

## INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda	21-Jun-18	23-Jun-18
Urban Infrastructure Project Preparation and Management	27-Sep-18	29-Sep-18
Urban Infrastructure Project Preparation and Management	07-Feb-19	09-Feb-19

## INNOVATION AND TECHNOLOGY

Research Excellence in Organizations	08-Aug-18	10-Aug-18
Strategic R & D Management	10-Dec-18	12-Dec-18

## LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Land Acquisition: Addressing Implementation Issues in Social Impact Assessment & Recognition of Forest Rights	09-Apr-18	13-Apr-18
ASCI-NRCR Joint Certificate Course on Improved Management of Land Acquisition, Resettlement and Rehabilitation	16-Apr-18	29-Apr-18
High Impact CSR-Need Identification to Impact Evaluation	09-Jul-18	13-Jul-18
Effective Land Acquisition, Resettlement and Rehabilitation	24-Sep-18	28-Sep-18
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

Procurement Procedures for The World Bank Aided Projects	16-Jul-18	27-Jul-18
Inventory Management	30-Jul-18	01-Aug-18
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
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## POVERTY STUDIES AND RURAL DEVELOPMENT

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

Developing Strategic Mindset for Functional Managers	23-Jul-18	27-Jul-18
Creating Progressive Boards	17-Sep-18	19-Sep-18
Driving Performance through Transformational Leadership	18-Feb-19	22-Feb-19

## URBAN GOVERNANCE

Integrated Municipal Waste to Resource Management	3-May-18	5-May-18
International Certification Programme – Change Management for Achieving Continuous Water supply for All in Urban Areas - (India, Jerusalem and Tel Aviv, Israel)	06-Jun-18	07-Jun-18
Creating and Managing Digital Presence	18-Jun-18	20-Jun-18
Water Sanitation and Hygiene in Schools	21-Jun-18	23-Jun-18
Towards Zero Waste- Decentralised Solid Waste Management	28-Jun-18	30-Jun-18
Non-Revenue Water and Water Loss Control Management: Smart.Solution for Indian Cities	09-Jul-18	11-Jul-18
Public Private Partnership in Urban Infrastructure and Service Delivery	09-Aug-18	11-Aug-18
Infrastructure Planning and Implementation for Smart Cities	19-Sep-18	21-Sep-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 : 0091-40-66534247

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

[www.asci.org.in](http://www.asci.org.in)

## Nomination Form

Programme on

# ENHANCING MANAGERIAL EFFECTIVENESS

(July 23-25, 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
<b>Note :</b> 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