



**asci**  
Leadership through Learning

## ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India  
Ph:0091-40-66533000 (13 Lines), 66534247, Fax: 0091-40-66534356  
email: poffice@asci.org.in, URL: <http://www.asci.org.in>

**Dr. Sreerupa Sengupta**  
Programme Director

May 21, 2018

**Programme on**  
**Enhancing Skills of Young Women Professionals**  
**(October 1- 5, 2018)**

Dear Sir/Madam,

Administrative Staff College of India (ASCI) is pleased to announce a programme for **Enhancing Skills of Young Women Professionals** from **October 1-5, 2018** at Bella Vista Campus/ College Park Campus, Hyderabad.

Today organizations are proactively promoting a gender diverse work culture and adopting strategies to hone skills and potential of all their women employees. This five day transformative programme will give young women professionals opportunities to explore strategies to achieve their goals in a dynamic work environment and provide them necessary skills to address changes in their organizations.

The aim of the programme is to—

- Facilitate women professionals develop personal leadership styles
- Equip participants with new ways to deal with challenges at the professional and personal levels
- Strengthen knowledge about strategy, negotiation, conflict mitigation, and other critical dimensions of management
- Generate awareness about Decent Work Agenda and Safety at Workplace

This contemporary program is designed for new age women professionals with a minimum of 7 years of experience in banking, corporate and public sectors, NGOs, and entrepreneurial organizations. Early nominations are recommended as admission is based on a first-come-first-served basis.

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.

Looking forward to hearing from you.

Regards,

*S. Sengupta*

**Sreerupa Sengupta**

Encl: Brochure and Nomination Form



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Programme on  
**Enhancing Skills of  
Young Women Professionals**

**October 1 - 5, 2018**

**Administrative Staff College of India**

## PROGRAMME OVERVIEW

Since the last decade more and more women have joined the workforce and are steadily surging ahead in their organisations. In order to be more productive, excel in their roles, and make a valuable contribution in their organisations young women professionals need to have clear understanding of the changing economic environment, build new competencies and strengthen their leadership skills.

This programme has been designed to help participants realise their core strength, help them learn how to get the best out of every situation and thereby expand their performance range. The prime objective of this programme is to act as an important guide for young women moving into strategic and leadership roles and empower them to become leaders in their organisations.

## OBJECTIVES

- ◆ Facilitate women enhance their capacities for leadership and influence within their organisations
- ◆ Strengthen their knowledge base about strategy, negotiation, communication, management of human resources, finances, information technology
- ◆ Provide platform for sharing ideas, experiences, build and strengthen critical networks and partnerships.

## PROGRAMME CONTENT

- ◆ Master skills in effective communication, personal branding, negotiation and persuasion

- ◆ Human Resource Management
- ◆ Building and leading teams
- ◆ Ethics and values at work
- ◆ Managing Finance
- ◆ Information Technology and innovations
- ◆ Gender and Decent Work
- ◆ Managing diversity

## PARTICIPANT PROFILE

The programme provides incredible opportunity to aspiring young women professionals and prepares them for strategic roles within their own organisations. Participants should have at least 7 years of experience with management responsibilities in an organisation. Young women professionals from private, public sector and government organisations as well as entrepreneurs will find this program highly beneficial.

***Organisational sponsorship is essential***

## 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 a comprehensive way.

## DURATION

The programme duration is from **October 1 - 5, 2018**. 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 \$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 September 28, 2018.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code ( P r g / 1 8 - 1 9 / 1 / 3 9 ) t o i n c o m e @ a s c i . o r g . i n f o r c o n f i r m a t i o n .**

Bank Details are give 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  
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 for receiving nominations is **September 20, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**September 24, 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

**Dr. Sreerupa Sengupta**

Email: [sreerupa@asci.org.in](mailto:sreerupa@asci.org.in)

# 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

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

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	01-Oct-18	05-Oct-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

## INFORMATION TECHNOLOGY

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

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

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 : 0091-40-66533000, 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**

**Enhancing Skills of Young Women Professionals**

**(October 1- 5, 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 : Coverage should be available in Hyderabad, India</b>		

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