

Programme on

INDIVIDUAL EXCELLENCE FOR ORGANISATIONAL EFFECTIVENESS

November 26 - 30, 2018



PROGRAMME OVERVIEW

Organisational effectiveness depends largely on how the leader's excellence resonates with the organisational Vision, Mission and Objectives. If the individuals, as leaders, fit as jewels in organisations, peak performance starts emerging. Journey towards excellence starts, when the individual brilliance of leaders is synchronized with the effective teamwork in an organisation. In a nutshell, the aim of the programme is to help the participants discover strengths in them for further amplification and identify areas for their self-development. Furthermore, it will help participants understand the link between individual excellence at work and its impact on organisation's performance.

OBJECTIVES

The programme aims at facilitation of learning of the participants in the domains of personal effectiveness for promoting organisational excellence. Specifically, the participants will be able to:

- Use personal strengths identified during the programme for leadership excellence.
- Make action plans to further strengthen their competencies.
- Integrate traits of personal excellence to enhance their own and organisational performance.

PROGRAMME CONTENT

- Individual Excellence for Organisational Effectiveness
- Leadership in the Organisational Context
- Drawing Individual Psychological Profiles for Counseling
- Individual Creativity and Innovativeness
- Emotional Intelligence
- Managing Change
- Sustaining Employee Motivation
- Performance Management
- Assertive Communication
- Time and Stress Management

METHODOLOGY

Following training methods will be employed to spark the process of learning :

- Presentations followed by discussions
- Individual & Group Counseling by using psychological tests
- Facilitation for self introspection & learning
- Case-studies
- Role-playing exercises
- Management games
- Action-planning

PARTICIPANTS' PROFILE

Middle and Top Level Executives from Government, Private, Public Sectors including executives from Multinational Organizations from all functional areas.

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single 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 November 26 - 30, 2018. The participants are expected to arrive a day before the 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 22, 2018.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/49) 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 for receiving nomination form is November 19, 2018. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

November 20, 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. Prabhati Pati
E-mail: ppati@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

Advanced Management Program (Study Tour)	30-Jul-18 9-Sep-18	10-Aug-18 23-Sep-18
Program for Young Managers	26-Nov-18	30-Nov-18
MDP for Women Executives	03-Dec-18	07-Dec-18
General Management Program for Senior Executives – Session – January Session	07-Jan-19	01-Feb-19

BUSINESS COMMUNICATION

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-18	30-Nov-18
Creating Development Roadmap for India through Sustainable Development Goals: Vision 2030	05-Sep-18	07-Sep-18

ENERGY

Regulating Electricity Tariffs and Related Issues	17-Sep-18	21-Sep-18
Renewable Energy Regulation	21-Jan-19	23-Jan-19
Smart Grid Technology and its Application in Power Sector	10-Dec-18	12-Dec-18

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

Finance for Non-Finance Executives	10-Dec-18	12-Dec-18
Infrastructure Financing	19-Nov-18	23-Nov-18
Entreprise Risk Management	04-Feb-19	07-Feb-19
Strategies for Cost Leadership	23-Jan-19	25-Jan-19
Advanced Financial Management	11-Feb-19	13-Feb-19

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality	28-Nov-18	30-Nov-18
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HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery	14-Nov-18	16-Nov-18
Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19
Program for Enhancing Skills of Young Women Professionals	24-Sep-18	28-Sep-18
Programme on Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18
Programme on Building and Leading Effective Teams	04-Feb-19	08-Feb-19
Personal Effectiveness	17-Sep-18	19-Sep-18
Leading with Emotional Intelligence	22-Oct-18	26-Oct-18
Positive Organizational Behaviour	04-Feb-19	06-Feb-19
Decision Making for Effective Leadership	18-Feb-19	20-Feb-19
Team Dynamics: Activity Based Approach	10-Dec-18	14-Dec-18
HR Audit and Analytics	03-Sep-18	05-Sep-18
Effective Trade Union	05-Nov-18	09-Nov-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18
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
Strategic R&D Management	10-Dec-18	12-Dec-18
Leveraging Big Data and Analytics	19-Dec-18	21-Dec-18

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management	27-Sep-18	29-Sep-18
Urban Infrastructure Project Preparation and Management	07-Feb-19	09-Feb-19

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

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	15-Dec-18
Creating Social Value Through Corporate Social Responsibility	14-Jan-19	16-Jan-19

OPERATIONS

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

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance	25-Mar-19	29-Mar-19
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POVERTY STUDIES AND RURAL DEVELOPMENT

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

Creating Progressive Boards	17-Sep-18	19-Sep-18
Driving performance through Transformational Leadership	18-Feb-19	22-Feb-19

URBAN GOVERNANCE

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
International Certification Programme – Change Management for Achieving Continuous Water supply for All in Urban Areas - (India, Jerusalem and Tel Aviv, Israel)		
Water Sanitation and Hygiene in Schools	21-Jun-18	23-Jun-18
Infrastructure Planning and Implementation for Smart Cities	19-Sep-18	21-Sep-18
Towards Zero Waste- Decentralised Solid Waste Management	28-Jun-18	30-Jun-18



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, 66533000, Mobile: 9246203535

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

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Kutub Hotel

New Delhi - 110 016

Phone Nos: 011 - 26962204, 26961750, 26961850

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



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Ph : 0091-40-66533000, 66534247, Fax : 0091-40-66534356,
email : poffice@asci.org.in, URL: <http://www.asci.org>.

Dr. Prabhati Pati
Programme Director

August 13, 2018

Programme on
**Individual Excellence for
Organisational Effectiveness**
(November 26 - 30, 2018)

Dear Sir/Madam,

We are happy to announce that the Administrative Staff College of India is offering the programme on "Individual Excellence for Organisational Effectiveness" which will be conducted during November 26 to 30, 2018. This Programme explores the link between individual brilliance, teamwork and organisational excellence. The aim is to help participants discover their strengths and help them learn to use them for organisational success. A detailed brochure is enclosed for your information.

Nominations for the programme may be made in the enclosed form. Photocopies of the form can be used in case you would like to nominate more than one person from your organisation. Alternately, you could also download the nomination form from our website www.asci.org.in.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The sponsoring authority is required to endorse the nominee's medical coverage in the event of hospitalisation.

We look forward to receiving early nominations from your organisation.

Yours sincerely,

Prabhati Pati

Encl : Programme Brochure and Nomination Form



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

Nomination Form
Programme on
Individual Excellence for Organisational Effectiveness
(November 26 - 30, 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 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