



**asci**  
Leadership through Learning

Programme on  
**LEADERSHIP SKILLS DEVELOPMENT**

December 18 - 22, 2017



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## **THE PROGRAMME**

To become an effective leader, one must be willing and motivated to experiment, change and grow. One must be willing to go deep down to explore old scripts, habits and behaviours that need to be identified and changed. All this requires self-knowledge, which leads one to an understanding as to how one has been operating as a leader in the real world. This self-knowledge serves as a foundation for skill development. The difference between learning about leadership and learning to be a leader is the acquisition of skills. Skills are acquired when we learn by doing rather than by merely reading, listening or thinking. One becomes a leader when one applies one's learning, knowledge and experience in day to day situations. Thus, application and practice is the key to become an effective leader.

The programme on Leadership Skills Development has been designed to provide an insight into one's behaviour by providing feedback, by giving an opportunity to practice modified behaviour and thus gain confidence to practice the skills acquired in the back-home setting.

## **PROGRAMME OBJECTIVE**

To enable the participants learn and practice various leadership skills to become an effective leader.

## **PROGRAMME CONTENTS**

The contents of the programme include the following among others

- Leadership
- Problem Solving and Decision Making
- Emotional Intelligence
- Communication Skills
- Team Building Skills
- Executive Coaching and Performance Counselling
- Conflict Resolution and Negotiation Skills
- Presentation Skills
- Leading Change
- Time and Stress Management

## **LEARNING TECHNOLOGY**

The programme is designed to facilitate experiential learning through interactive sessions which are organized around case studies, role plays, group activities, psychological instruments and skill practice sessions.

## **PARTICIPANT LEVEL**

This programme is meant for senior and middle level executives of private sector, public sector and government departments. The programme will also be useful for HR professionals and trainers.

## **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 comprehensive way.

## **DURATION**

The programme duration is from December 18 - 22, 2017. 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 \$1840 for foreigners) plus 18% GST 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.46,500/- plus 18% GST 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 December 15, 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 – 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 December 04, 2017. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

December 11, 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. Prabhati Pati**

E-mail: ppati@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 ASCI  
 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

Ph:0091-40-66533000 13 Lines, 66534258 (Direct), Telefax:(Programmes Office) 0091-40-23324365,

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

**Dr. Prabhati Pati**  
Programme Director

October 16, 2017

Dear Sir / Madam,

**Programme on  
LEADERSHIP SKILLS DEVELOPMENT  
(December 18 - 22, 2017)**

The success of an organisation depends on the leadership qualities exhibited by its managers. We have a large number of managers but very few leaders. The main difference between a manager and a leader is that managers get compliance from their employees but it is the leaders who get employees' commitment. Managers get compliance by using their positional powers while leaders get commitment by winning their heart and soul. A manager becomes a leader when he/she acquires and uses leadership skills. The programme on Leadership Skills Development has been designed to equip the managers with effective leadership skills for a lifetime by providing them hands-on experience during the training programme.

I am happy to announce that the Administrative Staff College of India is offering the programme on Leadership Skills Development during December 18 - 22, 2017, Hyderabad. A detailed brochure is enclosed.

Nominations for the programme may be made in the enclosed form. Photocopies of the form are also acceptable in case you would like to nominate more than one person from your organisation. The form can also be accessed from our website.

Since this programme is likely to attract a large number of nominations on account of its practical orientation, I look forward to receiving early nominations from your organisation.

Yours faithfully,

**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  
LEADERSHIP SKILLS DEVELOPMENT  
(December 18 - 22, 2017)**

**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. Naga Swapna Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad - 500 082. Phone: 0091-40-66534247, 66533000, Mobile: 09246203535, Telefax: 0091-040-23324365, Fax: 0091-040-66534356, e-mail: [poffice@asci.org.in](mailto:poffice@asci.org.in)