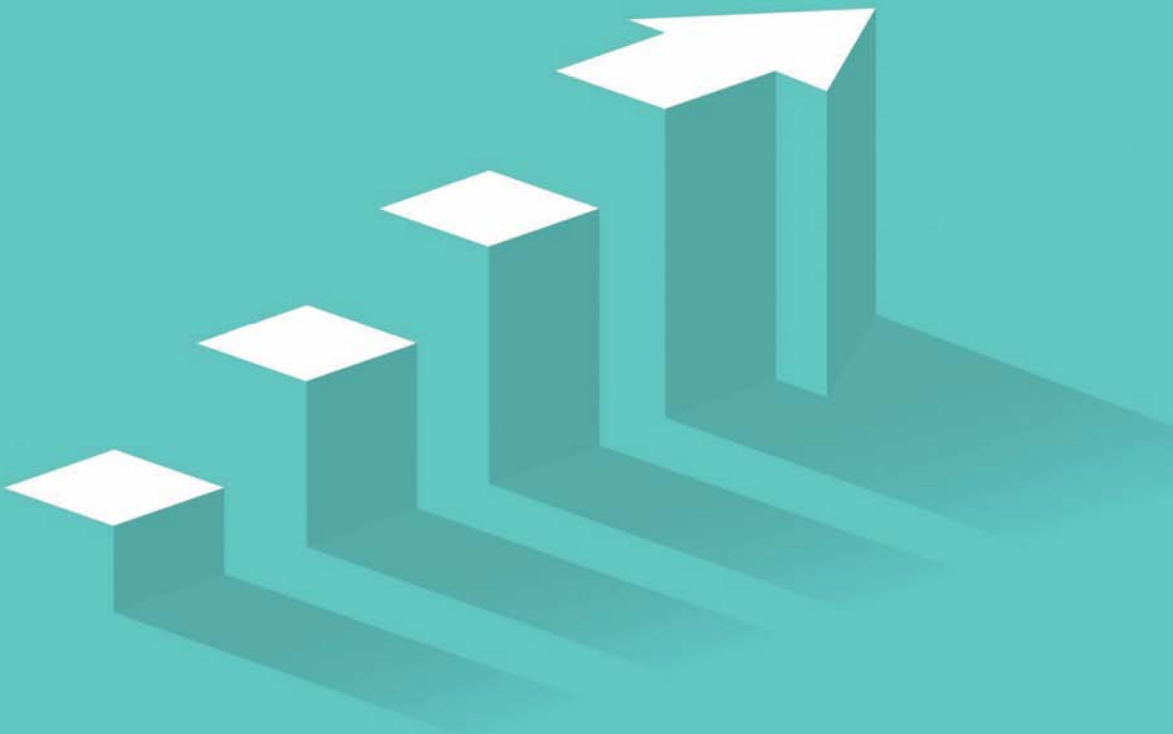




Programme on  
**LEADERSHIP SKILLS DEVELOPMENT**

December 17 - 21, 2018



**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
- Managerial Communication
- Team Building Skills
- Executive Coaching and Performance Counselling
- Conflict Resolution and Negotiation Skills
- Presentation Skills
- Leading Change
- Personal Effectiveness Skills

## 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.

***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 comprehensive way.

## DURATION

The programme duration is from **December 17 - 21, 2018**. The participants are expected to arrive a day before 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 **December 14, 2018**.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/58) to e-mail: [income@asci.org.in](mailto: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 is **December 10, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**December 11, 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](mailto:ppati@asci.org.in)

# ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

## MANAGEMENT DEVELOPMENT PROGRAMMES

Program for Young Managers	26-Nov-18	30-Nov-18
MDP for Women Executives	03-Dec-18	07-Dec-18

## 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
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## ENERGY

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
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
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
Effective Trade Union	12-Nov-18	16-Nov-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18

Personal Effectiveness	07-Jan-19	09-Jan-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

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	07-Feb-19	09-Feb-19
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## LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Index-based Crop Insurance-Concepts, Design and Implementation	17-Dec-18	19-Dec-18
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## MARKETING

High Impact Sales Management	10-Dec-18	15-Dec-18
Creating Social Value Through Corporate Social Responsibility	14-Jan-19	16-Jan-19

## OPERATIONS

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

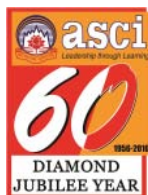
Capacity Building Program on Rural Industrial Development and Entrepreneurship	07-Jan-19	11-Jan-19
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## STRATEGIC MANAGEMENT

Creating Progressive Boards	November 2018	
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)		



## 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

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

Ph:0091-40-66533000 13 Lines, 66534258 (Direct), Fax:0091-40-66534356

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

**Dr. Prabhati Pati**  
Programme Director

October 5, 2018

Dear Sir / Madam,

**Programme on  
LEADERSHIP SKILLS DEVELOPMENT  
(December 17 - 21, 2018)**

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 17 - 21, 2018, 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



**asci**  
Leadership through Learning

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

**Nomination Form**  
**LEADERSHIP SKILLS DEVELOPMENT**  
**(December 17 - 21, 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](mailto:poffice@asci.org.in)