

Programme on
LEADERSHIP THROUGH SELF-DISCOVERY

July 25-27, 2018



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

INTRODUCTION

Leadership is the single most important factor that leads to organisational effectiveness. Managerial level employees need to take initiative and leadership challenges while executing their tasks in the workplace. Leadership is very much a personal affirmation and a choice to take higher responsibility on behalf of **others as well**.

Leadership is the combination of :

- Who you are : your values, beliefs, and goals
- Your skills, capabilities and talents
- The relationship you create with others and
- Understanding your situation or your environment

It is not any one or more of the above qualities which make a leader, but all of them in combination and congruence. Your personality is a system, consisting of these parts in congruence. The focus of this programme is on understanding these parts of your personality; enhance their congruence as a system, and through that build leadership capabilities. The need to innovate continuously to cope with ever-changing technology and pressures of competition has given a totally new meaning to the idea of leadership. The big question is how do effective managers strike the fine balance between the need for stability of managing and uncertainty of leading people to innovate continuously, in other words, how they lead at the edge of chaos.

OBJECTIVE OF THE PROGRAMME

The programme is based on the assumption that each individual is unique and everyone has the capability to face his/her challenges.

The programme objectives are :

- To help participants understand their values, beliefs, capability and take them on a journey of change.
- To enhance their effectiveness in using their capabilities adequately through various tools available and tap the hidden potential by discovering self.

PROGRAMME CONTENT

The areas of discussion will include

- Tools for Self - Discovery
- Personal Values and Beliefs
- Goal Setting
- Getting in touch with Emotions
- Making Personal Goal Plans for Self-Development
- Systems Thinking
- Building Trust
- Coaching for High Performance
- Managing Change

LEARNING TECHNOLOGY

The programme module includes expositions on the concepts followed by hands-on exercises to facilitate the participants to internalize the concepts for reflections and then self-discovery. The programme is focused on :

- Helping Leaders set SMART goals
- Strategies for building quality relationship with colleagues and business associates
- Developing competence for effective self control and development.

PARTICIPANT LEVEL

The programme will be beneficial to middle and senior level executives of public and private sector organisations in various functions.

Organisational sponsorship is essential

VENUE

This 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 25 - 27, 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 in to our Bank account before **July 24, 2018**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code(Prg/2018-19/1/24) to 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 is **July 18, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

July 19, 2018. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of College Programmes will automatically become members of 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

General Management Program for Senior Executives –
Session - July Session

Advanced Management Program (Study Tour)

Program for Young Managers

MDP for Women Executives

General Management Program for Senior Executives –
Session – January Session

BUSINESS COMMUNICATION

Leadership through Self-Discovery

Individual Excellence for Organizational Effectiveness

Leadership Skills Development

Communication Skills for Managers

Managing Creativity & Innovation

ECONOMICS

Financial Systems, Management and Accountability in Government

Assessment and Monitoring of Business Performance

Creating Development Roadmap for India through Sustainable
Development Goals: Vision 2030

ENERGY

Regulating Electricity Tariffs and Related Issues

Renewable Energy Regulation

Smart Grid Technology and its Application in Power Sector

ENVIRONMENT

Environmental Impact Assessment for Projects

SDGs and Climate change: Opportunities and challenges of
adaptation and mitigation

Climate Change Adaptation and Disaster Risk Reduction

Sewage Treatment Plants – Design Principles O&M Practices

FINANCE

Finance for Non-Finance Executives

Infrastructure Financing

Entreprise Risk Management

Strategies for Cost Leadership

Advanced Financial Management

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality

HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery

Ensuring Health Care Quality: Risk Management and Innovation

Educational Leadership for Senior Officials of Universities/
Educational Institutions

Program on Ethics and Values in Administration

Program for Enhancing Skills of Young Women Professionals

Programme on Conflict Management and Negotiation Skills

Programme on Building and Leading Effective Teams

Enhancing Managerial Effectiveness

Personal Effectiveness

Leading with Emotional Intelligence

Positive Organizational Behaviour

Decision Making for Effective Leadership

Managing Recruitment, Selection and Induction

Team Dynamics: Activity Based Approach

HR Analytics

HR Audit and Analytics

Effective Trade Union

Leadership Engagement and Development

Enhancing Interpersonal Effectiveness through Transactional Analysis

Strategic Human Resource Management with International Study Tour

INFORMATION TECHNOLOGY

e-Procurement

Research Excellence in Organizations

E-learning and Digital Education

Strategic R&D Management

Leveraging Big Data and Analytics

INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda

Urban Infrastructure Project Preparation and Management

Urban Infrastructure Project Preparation and Management

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Social Impact Assessment

ASCI-NRCR Joint Certificate Program in Improved Management of
Land Acquisition, Resettlement and Rehabilitation

Corporate Social Responsibility:

Need Identification to Impact Assessment

Effective Land Acquisition, Resettlement and Rehabilitation

Index-based Crop Insurance-Concepts, Design and Implementation

MARKETING

Customer Centric Brand Management

High Impact Sales Management

Creating Social Value Through Corporate Social Responsibility

OPERATIONS

Procurement Procedures for World Bank Aided Projects

Inventory Management

Project and Contract Management

Procurement Procedures for World Bank Aided Projects

Materials and Supply Chain Management

Project and Contract Management

Procurement Procedures for World Bank Aided Projects

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance

POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Program on Rural Industrial Development
and Entrepreneurship

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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

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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>



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

Dr. Prabhati Pati
Programme Director

May 7, 2018

Dear Sir / Madam,

**Programme on
LEADERSHIP THROUGH SELF - DISCOVERY
(July 25-27, 2018)**

We are happy to inform you that Administrative Staff College of India, Hyderabad, is offering a unique programme on Leadership, which will focus on enhancing the participants' leadership capabilities through a journey of self-discovery.

We are enclosing the programme brochure along with the nomination form. In case you need more nomination forms, the same can be photocopied for multiple nominations. We advise you to take early action in the matter so that your nomination is considered on first-come-first-serve basis.

We do look forward to receiving nominations from your esteemed organization.

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.

Thanking you for your interest and support for the Management Development Programmes of the College.

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
LEADERSHIP THROUGH SELF - DISCOVERY
(July 25-27, 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