

Programme on
LEADERSHIP THROUGH SELF-DISCOVERY

October 24 - 26, 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 **October 24 - 26, 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 **October 22, 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 **October 17, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 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

| | | |
|--|-----------------------|------------------------|
| 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 |
|---|-----------|-----------|

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

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|-----------------------------------|-----------|-----------|
| 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 |
|--------------------------|-----------|-----------|

POVERTY STUDIES AND RURAL DEVELOPMENT

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

STRATEGIC MANAGEMENT

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

URBAN GOVERNANCE

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

Dr. Prabhati Pati
Programme Director

August 13, 2018

Dear Sir / Madam,

**Programme on
LEADERSHIP THROUGH SELF - DISCOVERY
(October 24-26, 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,

A handwritten signature in black ink, appearing to read 'Prabhati'.

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
(October 24-26, 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