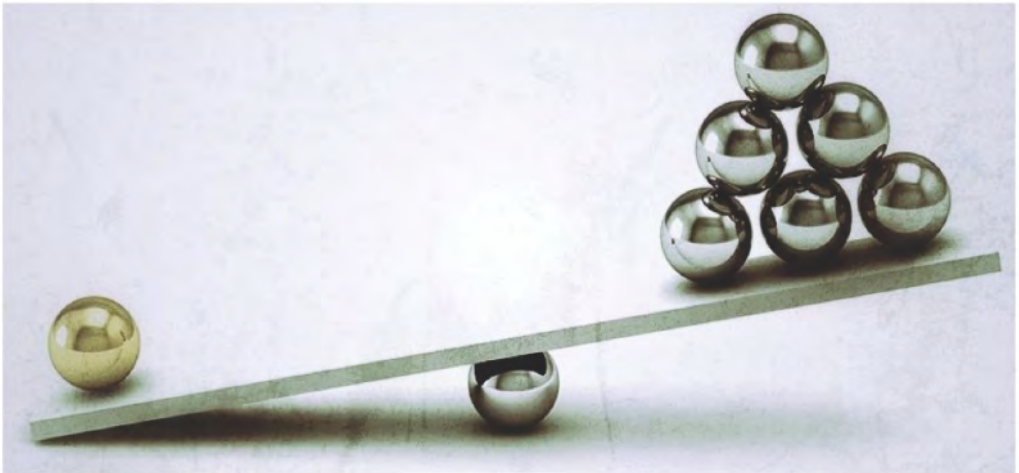




**asci**  
Leadership through Learning

Programme on

# **PERSONAL EFFECTIVENESS**



September 17 - 19, 2018

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## BACKDROP

The increasing demands of today can leave even the best of individuals bewildered and stressed. The rise in the quantum of responsibilities is no longer proportionate to the time available and if not anything, the time just appears shrinking. In this scenario, it becomes preponderant to turn the attention to skills that enhance personal effectiveness. This not only leads to effective performance but also helps in creating happy workforce, which almost seems extinct these days. Most of the problems at workplace are not only because of skill or motivation deficit, but due to unhealthy relationships. To handle this and many other issues confronting executives, it is extremely important to understand the significance of knowing self and others. In other words, developing personality contributes a great deal towards effectiveness at workplace.

The programme on Personal Effectiveness is designed in a way that helps executives deal with their increasing work demands without getting bogged down. It provides them with necessary skills that help them choose a sensible and sensitive approach not only towards their work life but also towards their family. It allows executives to reflect upon themselves and appreciate individual differences. It provides them with skills that develop their personality and make them better adjusting individuals.

## OBJECTIVE

To help participants understand their personality and enable them to develop skills that allows them to handle themselves and their relations with other in an effective manner.

## PROGRAMME CONTENT

- Personality Profiling
- Positive Psychological Capital
- Working with Emotional Intelligence
- Organizing Workplace Relationships
- Developing Leadership Potential
- Creative Thinking and Problem Solving
- Communication and Presentation Skills
- Planning and Prioritizing
- Coping with Stress

## ANDRAGOGY

The Programme would be delivered through interactive sessions, case studies, exercises, group work and video clippings.

## 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 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 **September 17- 19, 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. 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 into our Bank account before September 14, 2018.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/38) 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 nominations is **September 10, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**September 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. P. SUBHASHINI**  
e-mail: [subhashini@asci.org.in](mailto:subhashini@asci.org.in)

# ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

## MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Program for Senior Executives –  
Session - July Session

16-Jul-18 10-Aug-18

Advanced Management Program (Study Tour)

30-Jul-18 10-Aug-18

9-Sep-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

Assessment and Monitoring of Business Performance

21-May-18 23-May-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

Environmental Impact Assessment for Projects

11-Jun-18 13-Jun-18

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

Sewage Treatment Plants – Design Principles O&M Practices

07-May-18 09-May-18

## 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

Enhancing Managerial Effectiveness

23-Jul-18 25-Jul-18

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

Managing Recruitment, Selection and Induction

07-May-18 09-May-18

Team Dynamics: Activity Based Approach

10-Dec-18 14-Dec-18

HR Analytics

11-Jun-18 13-Jun-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

Research Excellence in Organizations

08-Aug-18 10-Aug-18

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

Procurement Procedures for World Bank Aided Projects

16-Jul-18 27-Jul-18

Inventory Management

30-Jul-18 01-Aug-18

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

Capacity Building Program on Rural Industrial Development  
and Entrepreneurship

07-Jan-19 11-Jan-19

## STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers

23-Jul-18 27-Jul-18

Creating Progressive Boards

17-Sep-18 19-Sep-18

Driving performance through Transformational Leadership

18-Feb-19 22-Feb-19

## URBAN GOVERNANCE

Integrated Solid Waste Management

16-Apr-18 18-Apr-18

Towards Universal Sanitation in Urban Areas

11-Jun-18 13-Jun-18

Public Private Partnership in Urban Infrastructure and Service Delivery

09-Aug-18 11-Aug-18

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)

21-Jun-18 23-Jun-18

Water Sanitation and Hygiene in Schools

09-Jul-18 11-Jul-18

Non-Revenue Water and Water Loss Control Management:  
Smart Solution for Indian Cities

19-Sep-18 21-Sep-18

Infrastructure Planning and Implementation for Smart Cities

28-Jun-18 30-Jun-18

Towards Zero Waste- Decentralised Solid Waste Management

09-Jul-18 11-Jul-18

19-Sep-18 21-Sep-18

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**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India  
0091-40-66533000, 66534247, Fax : 0091-40-66534356  
email: [poffice@asci.org.in](mailto:poffice@asci.org.in), URL: <http://www.asci.org.in>

June 18, 2018

**Dr. P. Subhashini**  
Programme Director

**Programme on  
PERSONAL EFFECTIVENESS  
(September 17- 19, 2018)**

Dear Sir / Madam

In the complex world of today, it is important to have skills that lead to personal effectiveness. Realizing one's potential requires understanding one's self and also developing competencies that help in managing relationship with others. We at Administrative Staff College of India, have designed the programme on Personal Effectiveness keeping in mind the ever increasing demand placed on individuals to be super productive at all times. This programme caters to the needs of the present day managers and help them develop skills that enhance their personal effectiveness thereby leading to organizational effectiveness.

The programme would be held from **September 17- 19, 2018** at Bella Vista or College Park Campus, Hyderabad. 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 organization. Alternately, you could also download the nomination form from our website : [www.asci.org.in](http://www.asci.org.in)

I look forward to receiving nominations from your organization.

Sincerely

A handwritten signature in black ink, appearing to read 'Subhashini', with a horizontal line underneath it.

**P.Subhashini**

Encl: Brochure and Nomination Form





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

**Nomination Form**  
Programme on  
**PERSONAL EFFECTIVENESS**  
(September 17- 19, 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)