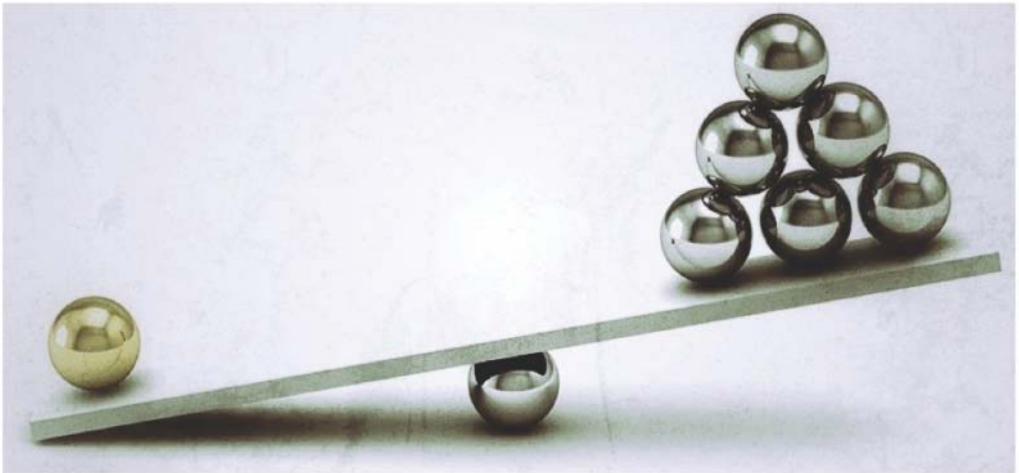




asci
Leadership through Learning

Programme on

PERSONAL EFFECTIVENESS



January 7-9, 2019

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 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 a comprehensive way.

DURATION

The programme duration is from **January 7 - 9, 2019**. 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 January 4, 2019.

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 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 **January 2, 2019**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 3, 2019. 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

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

Advanced Management Program (Study Tour) 30-Jul-18 10-Aug-18

Program for Young Managers 9-Sep-18 23-Sep-18

MDP for Women Executives 26-Nov-18 30-Nov-18

General Management Program for Senior Executives – 03-Dec-18 07-Dec-18

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 05-Sep-18 07-Sep-18

Development Goals: Vision 2030

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 03-Dec-18 05-Dec-18

adaptation and mitigation 04-Feb-19 06-Feb-19

Climate Change Adaptation and Disaster Risk Reduction

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

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 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

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

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

and Entrepreneurship

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) 29-Nov-18 01-Dec-18

For All In Urban Areas 21-Jan-19 23-Jan-19

Faecal Sludge Septage Management

International Certification Programme – Change Management

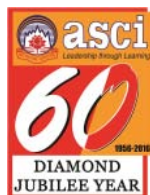
for Achieving Continuous Water supply for All in Urban Areas -

(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.in>

September 7, 2018

Dr. P. Subhashini
Programme Director

**Programme on
PERSONAL EFFECTIVENESS
(January 7 - 9, 2019)**

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 **January 7 - 9, 2019** 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

I look forward to receiving nominations from your organization.

Sincerely

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
(January 7 - 9, 2019)

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