

Programme for  
**Young Managers**  
November 26 - 30, 2018



**asci**

Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## PROGRAMME OVERVIEW

Young managers form a vital resource in an organisation. Top management worldwide have acknowledged the significant contribution made by young managers and recognise that they play a pivotal role in future success of the organisation. Young managers are entrusted with multifarious responsibilities, often expected to go beyond their domain expertise and respond to change and market demand.

This five day course is designed to give young managers greater confidence, knowledge and equip them with skills to be a team builder and motivate individuals to put in their best efforts. The aim of the course is to help participants acquire fresh skills, realise their core strength, most importantly understand issues at individual and team levels and place them in the context of the objective of the organisation.

## OBJECTIVES

The programme has the following broad objectives:

- Strengthen interpersonal skills, management acumen and help them lead with confidence
- Facilitate participants enhance performance of their teams
- Master skills to expand the sphere of influence within and outside the organisation
- Develop attitude for driving the vision of top management and making decisions in tough times

## PROGRAMME CONTENT

- Leadership Styles
- Customer Relationship Management
- Data analytics
- Corporate Social Responsibility
- Diversity and Inclusion
- Organisational behaviour
- Business game
- Information Technology
- Ethics at Workplace
- Gender and law

## PARTICIPANT PROFILE

The programme provides incredible opportunity to young managers for strategic roles within their own organisation and prepares them to act with power and persuasion. The programme is most suited for managers (with minimum of 7 years of work experience) from various functional areas and identified as 'change agents' by their respective organizations. We are aiming to get managers from diverse backgrounds from private, public and government sectors to juxtapose diverse viewpoints in the group.

## VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single occupancy rooms. However, the College does not provide accommodation for the family. Transport between Airport/ Railway Station and venue will be arranged by the College. The College is Wi-Fi enabled in a comprehensive way.

## DURATION

The Programme is from **November 26 - 30, 2018**. The participants are expected to arrive a day before and leave after the completion 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 **November 22, 2018**.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/18-19/1/48) 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 form is **November 19, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

**LAST DATE FOR WITHDRAWAL**

**November 20, 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 Directors**

**Dr. Balbir Singh**

e-mail: [balbir@asci.org.in](mailto:balbir@asci.org.in)

**Dr. Sreerupa Sengupta**

e-mail: [sreerupa@asci.org.in](mailto:sreerupa@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

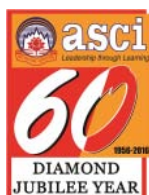
for Achieving Continuous Water supply for All in Urban Areas - 21-Jun-18 23-Jun-18

(India, Jerusalem and Tel Aviv, Israel)

Water Sanitation and Hygiene in Schools 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



## 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

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e-mail: [poffice@asci.org.in](mailto:poffice@asci.org.in), URL: <http://www.asci.org.in>

September 7, 2018

**Dr. Balbir Singh**  
**Dr. Sreerupa Sengupta**  
Programme Directors

### **Programme for Young Managers (November 26 - 30, 2018)**

Dear Sir/Madam,

Warm Greetings!

We have great pleasure in enclosing the brochure of our new Management Development Programme for Young Managers scheduled from November 26 - 30, 2018.

The programme is designed for young managers entrusted with diverse responsibilities in their respective organizations. It provides the participants with a unique opportunity to interact with professionals from diverse organizations, industry experts, speakers and ASCI faculty.

The programme has the objective of imparting practical skills to participants by exposing them to management theories and their implementation in actual practice. Programme deals with indispensable skills for young managers, familiarizing participants with the multitude of opportunities and contemporary challenges in order to become a successful manager.

Details of topics covered in the programme are available in the brochure.

Besides presentations by experts in respective areas, the programme also uses exercises, case studies, class room discussions and group work to enhance knowledge and skills of the participants.

Enclosed brochure outlines the details of the programme and other relevant information. Copies of the enclosed nomination form may be used for additional nominations.

We are confident that it will be of interest to you and your colleagues. We look forward to participation of your organisation in this programme.

Please note that the nominees are required 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 hospitalisation.

Thanking you,

Cordially Yours,

**Balbir Singh**

**Sreerupa Sengupta**

Encl: Brochure and Nomination Form



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Leadership through Learning

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

**Nomination Form**  
**Programme for Young Managers**  
**(November 26 - 30, 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