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Leadership through Learning

**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>

**Dr. P. Subhashini**  
Programme Director

March 11, 2019

Dear Sir/Madam,

Programme on

## **ENHANCING MANAGERIAL EFFECTIVENESS**

(June 24-26, 2019)

Organisations of today are prone to unprecedented and unanticipated challenges varying in degree, quality and nature. Organisations, therefore, need dynamic managers who can convert the emerging challenges into opportunities. Consequently, the managers are required to enhance their repertoire of managerial skills and competencies to meet this demanding situation.

The module on 'Enhancing Managerial Effectiveness' designed for middle and senior level managers/executives/administrators will help them acquire skills necessary for effective management that would lead to accomplishment of organisational goals and promotion of psychological well-being of the employees.

A brochure outlining details of the Programme and other related information together with a nomination form is enclosed. Facsimiles of the nomination forms may also be used for multiple nominations.

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 hospitalisation.

I look forward to receiving nominations from your organisation latest by **June 17, 2019**.

With best wishes,

Yours faithfully,

**P.Subhashini**

Encl : Brochure and Nomination Form



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Programme on

# Enhancing Managerial Effectiveness

24-26 June, 2019

**Administrative Staff College of India**

## INTRODUCTION

Effective management is a result of persistent efforts in multiple dimensions be it the formulation of strategies or the smooth functioning of day-to-day activities. The complexity in management partially arises due to how organisations juggle between the efforts that focus on long-term objectives and handling daily nitty-gritty. In order to ensure effective functioning of organisations, it becomes extremely important for organisations to invest time and effort in developing managerial competencies. A structured effort in this direction would not only lead to formulating successful organisational strategies but would also ensure proper execution of day to day operations.

The programme on Enhancing Managerial Effectiveness is designed to help participants develop managerial competencies that help them operate on information, people and action plan. It would provide participants with an ample opportunity for self-reflection and for making systematic effort towards skill development.

## WHO SHOULD ATTEND

Senior and middle level executives from Government, Public and Private Sector Organisations.

***Organisational sponsorship is essential***

## OBJECTIVES

The objectives of the Programme are to:

- ◆ Provide an insight into skills that are required to enhance managerial effectiveness
- ◆ Create an opportunity to learn and develop managerial skills that would in turn lead to organisational effectiveness

## PROGRAMME CONTENT

The content of the Programme would include the following :

- ◆ Managerial Skills and Roles

- ◆ Planning and Goal Setting
- ◆ Problem Solving and Decision Making
- ◆ Conflict Management and Negotiations
- ◆ Interpersonal Effectiveness
- ◆ Motivating Self and Others
- ◆ Communication Skills
- ◆ Working in Teams

## METHODOLOGY

The programme would align with the principles of andragogy and would include:

- ◆ Interactive Sessions
- ◆ Self-Exploratory Exercises
- ◆ Collaborative Tasks
- ◆ Simulations
- ◆ Case Studies

## ABOUT ASCI

The Administrative Staff College of India is the realm of practicing managers, the policy think tank, the fountain-head of research and a leading consultancy provider. Ever since it was established in 1956, ASCI fuelled the process of professionalizing management, by synergizing a symbiotic blend of management development (training), consultancy and research. Over 1,40,000 participants from industry, government and non-government organisations in India and the developing world have taken advantage of more than 200 management development Programmes offered by ASCI every year and over 500 organisations have reaped benefits from its research and consultancy services.

## VENUE

The 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 **June 24 - 26, 2019**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

## PROGRAMME FEE

**Rs. 37,500/-** (US \$700 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.31,500/- 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 **June 21, 2019**.

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (**Prg/19-20/1/9**) to **poffice@asci.org.in** for confirmation.

### For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFS 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, Hyderabad —500 082.
Nostro A/c No.	6550992180(Optional)

## 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 hospitalisation.

## LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **June 17, 2019**. Kindly contact Programmes Officer for further details while sending nominations (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**June 18, 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 2019-20

## MANAGEMENT DEVELOPMENT PROGRAMMES

High Impact Public Relations Strategies and Case Studies Programme for Young Managers	May 13, 2019 Jul 22, 2019 Jul 24, 2019	May 15, 2019 Jul 26, 2019 Jul 26, 2019
Leadership through Self-Discovery	Jul 24, 2019	Jul 26, 2019
Advanced Management Programme: Building Competencies for Leading Strategic Change (Study Tour: EU)	Aug 12, 2019 Sep 08, 2019	Aug 23, 2019 Sep 23, 2019
Competition Policy and Law for Executives and Senior Managers	Aug 19, 2019	Aug 21, 2019
MDP for Women Executives	Sep 09, 2019 Sep 16, 2019	Sep 13, 2019 Sep 18, 2019
Impactful Public Relations through Effective Social Media Engagement	Sep 16, 2019	Sep 20, 2019
Leadership Skills Development	Dec 09, 2019	Dec 11, 2019
Enhancing Brand Image through Effective Media Relations	Feb 24, 2020	Feb 26, 2020

## ECONOMICS & FINANCE\*

Data Driven Decision Making	Jul 15, 2019	Jul 19, 2019
Financial Systems, Management and Accountability in Government	Sep 23, 2019	Sep 27, 2019
Green Finance for Sustainable Growth	Dec 02, 2019	Dec 06, 2019

## ENERGY

Regulating Electricity Tariffs and Related Issues	Sep 16, 2019	Sep 20, 2019
Renewable Energy Regulation	Jan 20, 2020	Jan 22, 2020
Smart Grid Technology and Its Application in Power Sector	Feb 24, 2020	Feb 26, 2020

## ENVIRONMENT

Design and Operational Aspects of STP and FSTP	Jun 10, 2019 Jul 15, 2019	Jun 12, 2019 Jul 17, 2019
SDGs and Climate Change: Opportunities and Challenges of Adaptation and Mitigation	Aug 05, 2019	Aug 07, 2019
Environmental Impact Assessment for Projects	Nov 18, 2019	Nov 20, 2019
Environmental Impact Assessments for Ports and Harbours	Dec 02, 2019	Dec 04, 2019

## HEALTHCARE MANAGEMENT

Certificate Course in Hospital Infection Prevention and Control for Public Health Facilities	Aug 07, 2019	Aug 09, 2019
Certificate Course in Healthcare Quality Management Development Programme on Health Care and Hospital Administration	Nov 06, 2019 Dec 02, 2019	Nov 08, 2019 Dec 04, 2019

## HUMAN RESOURCE DEVELOPMENT

Enhancing Managerial Effectiveness	Jun 24, 2019	Jun 26, 2019
Enhancing Performance and Well-being through Leadership	Jul 08, 2019	Jul 10, 2019
Enhancing Leadership Capabilities for Achieving Excellence in Branch Performance in Banks	Aug 05, 2019	Aug 09, 2019
Ethics and Values in Administration	Aug 26, 2019	Aug 28, 2019
Psychology of Influence and Persuasion	Sep 16, 2019	Sep 18, 2019
Enhancing Leadership Capabilities to Manage the Transformation in Banking and Financial Services (Study Tour: Singapore and Hong Kong)	Sep 23, 2019	Oct 02, 2019
HR Audit & Analytics	Oct 14, 2019	Oct 16, 2019
Leading with Emotional Intelligence	Oct 14, 2019	Oct 18, 2019
Enhancing Leadership Capabilities to Manage the Growth in Financial Markets (Study Tour: Singapore and Hong Kong)	Nov 11, 2019	Nov 20, 2019
Improving Work Culture	Nov 18, 2019	Nov 20, 2019
Ensuring Health Care Quality: Risk Management and Innovation	Nov 20, 2019	Nov 22, 2019
Conflict Management and Negotiation Skills	Dec 09, 2019	Dec 11, 2019
Effective Trade Union Management	Dec 16, 2019	Dec 20, 2019
Empowering to Change: Programme for Young Women Professionals	Jan 06, 2020	Jan 08, 2020
Sustainable Development Goals and Gender Budgeting	Jan 20, 2020	Jan 22, 2020
Building and Leading Effective Teams	Feb 03, 2020	Feb 07, 2020
Strategic Human Resource Management (Study Tour: Malaysia & Singapore)	Feb 03, 2020 Feb 08, 2020	Feb 07, 2020 Feb 14, 2020
Happiness and Well-being	Feb 03, 2020	Feb 05, 2020
Decision Making for Effective Leadership	Feb 24, 2020	Feb 28, 2020

## INFORMATION TECHNOLOGY

Credit Risk Analytics using R	Jul 24, 2019	Jul 26, 2019
e-Procurement	Jul 24, 2019	Jul 26, 2019
Leveraging Big Data and Analytics	Aug 19, 2019	Aug 23, 2019
Leveraging Artificial Intelligence and Machine Learning for Business Outcomes	Nov 18, 2019	Nov 20, 2019
Credit Risk Analytics using Python	Feb 03, 2020	Feb 05, 2020

## INNOVATION AND TECHNOLOGY

Research Excellence in Organisations	Aug 05, 2019	Aug 07, 2019
Managing Strategic Innovation	Nov 25, 2019	Nov 27, 2019
Strategic R&D Management	Dec 09, 2019	Dec 11, 2019

## LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Land Acquisition: Addressing Implementation Issues in Social Impact Assessment & Recognition of Forest Rights	Apr 01, 2019	Apr 05, 2019
ASCI-NRCR Joint Certification Course on Improved Management of Land Acquisition, Resettlement and Rehabilitation (LARR)	Apr 15, 2019	Apr 28, 2019
High Impact CSR - Need Assessment to Impact Evaluation	Jul 15, 2019	Jul 19, 2019
Effective Land Acquisition, Resettlement & Rehabilitation (LARR)	Oct 14, 2019	Oct 18, 2019
Index Based Crop Insurance - Concepts, Design and Implementation	Jan 20, 2020	Jan 22, 2020
ASCI-NRCR International Training Course on Improved Management of LARR	Feb 10, 2020	Feb 25, 2020

## MANAGERIAL COMMUNICATION

Individual Excellence for Organisational Effectiveness	Nov 25, 2019	Nov 29, 2019
Communication Skills for Managers	Jan 27, 2020	Jan 31, 2020
Managing Creativity & Innovation	Mar 11, 2020	Mar 13, 2020

## MARKETING

Customer-Centric Brand Management	Oct 03, 2019	Oct 05, 2019
High Impact Sales Management	Dec 09, 2019	Dec 13, 2019
Creating Social Value through Corporate Social Responsibility	Jan 20, 2020	Jan 22, 2020

## OPERATIONS

Procurement Procedures for The World Bank Aided Projects	Jul 15, 2019	Jul 26, 2019
Inventory Management	Jul 29, 2019	Jul 31, 2019
Project and Contract Management	Aug 26, 2019	Aug 30, 2019
Procurement Procedures for The World Bank Aided Projects	Nov 11, 2019	Nov 22, 2019
Materials and Supply Chain Management	Dec 02, 2019	Dec 06, 2019
Project and Contract Management	Jan 06, 2020	Jan 10, 2020
Procurement Procedures for The World Bank Aided Projects	Feb 10, 2020	Feb 21, 2020

## PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Achieving the Sustainable Development Goals – The Way Ahead	Aug 17, 2019	Aug 21, 2019
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## POVERTY STUDIES AND RURAL DEVELOPMENT

Dynamics of Lending Agriculture and Allied Businesses for Bankers	Nov 18, 2019	Nov 22, 2019
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## STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers	Jul 22, 2019	Jul 26, 2019
Creating Progressive Boards	Sep 16, 2019	Sep 18, 2019
Driving Performance through Transformational Leadership	Feb 17, 2020	Feb 21, 2020

## URBAN GOVERNANCE

Integrated Municipal Solid Waste Management	Apr 22, 2019	Apr 24, 2019
Zero Waste – Decentralised Solid Waste Management	Jun 24, 2019	Jun 26, 2019
Public Private Partnership in Urban Infrastructure and Service Delivery	Aug 26, 2019	Aug 28, 2019
International Certification Programme on Change Management for Achieving Continuous Water Supply for All in Urban Areas (Study Tour: Jerusalem & Tel Aviv)	Nov 21, 2019 Nov 23, 2019	Nov 22, 2019 Nov 30, 2019
Faecal Sludge Septage Management (FSM)	Jan 22, 2020	Jan 22, 2020
Achieving Universal Urban Sanitation	Mar 02, 2020	Mar 04, 2020



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Bella Vista, Raj Bhavan Road, Khairatabad,  
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**Delhi Campus**  
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South of IIT, Behind Qutub Hotel  
New Delhi-110 016.  
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[www.asci.org.in](http://www.asci.org.in)



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

## Nomination Form

Programme on

# ENHANCING MANAGERIAL EFFECTIVENESS

(June 24-26, 2019)

### Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
		Home :	_____
e-mail :	_____	Fax :	_____

### Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN :	_____
Address :	_____
	_____
	Pincode : _____
Phone(s) :	(Off) : _____
	(Mobile) : _____
e-mail :	_____
	Fax : _____

### Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/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
<b>Note : Coverage should be available in Hyderabad, India</b>		

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