



**asci**  
Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India  
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email: poffice@asci.org.in, URL: <http://www.asci.org.in>

**Dr. P. Subhashini**  
Programme Director

December 4, 2019

Programme on  
**HAPPINESS AND WELL-BEING**

(March 2 – 4, 2020)

Dear Sir/Madam,

I am pleased to inform that Administrative Staff College of India is offering a programme on 'Happiness and Well-Being' for working professionals. With stressful living becoming a reality, it is necessary for executives to develop skills that would help them cope and function optimally.

The programme on 'Happiness and Well-Being' is specifically designed to help executives learn strategies to improve their psychological functioning and job performance.

The programme would be held from March 2-4, 2020 at Administrative Staff College of India, Hyderabad. A detailed brochure is enclosed for your information.

Nominations for the programme could be sent using the enclosed form. In case, you would like to nominate more than one executive for the programme, photocopies of the form may be used. 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 early nominations from your organization.

Yours sincerely,

**P. Subhashini**

Encl : Brochure & Nomination form

Programme on  
**HAPPINESS AND WELL-BEING**

(March 2 - 4, 2020)



**Administrative Staff College of India**

## PROGRAMME OVERVIEW

Increasing demands and rising expectations have made stressful living a reality to deal with. While there is little that could be done to eliminate stressors, we could cope with them by building resilience. The organizational life is replete with dysfunctional behaviors, negative attitudes and difficult circumstances making psychological wellness an almost impossible proposition. However, for ensuring organizational productivity and employee engagement, it is necessary for organizations to promote wellbeing by helping employees develop strategies that would make them optimally functioning individuals. The programme on 'Happiness and Well-being' draws on the lessons from positive psychology to help participants derive benefit by focusing on positive emotional states, mindfulness and flourishing relationships to make them happier, positive and productive.

## PROGRAMME OBJECTIVES

Learn strategies to improve psychological functioning and cope with stressors.

## PROGRAMME CONTENT

- ◆ Happiness Advantage
- ◆ Character Strengths at Workplace
- ◆ Emotional Intelligence
- ◆ Building healthy and productive workplaces
- ◆ Nurturing Flourishing Relationships
- ◆ Stress Management

## ANDRAGOGY

The programme would be delivered through interactive sessions, happiness practices, exercises, group work and video clippings.

## PARTICIPANT PROFILE

This programme is meant for senior and middle level executives of private sector, public sector and government departments.

***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 **March 2 - 4, 2020**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

**Residential 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 **February 28, 2020**.

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/19-20/1/48)** to **poffice@asci.org.in** for confirmation.

**Bank details are given below:**

**For Indian Participants :**

Bank A/c 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 A/c Number 62090698960  
Beneficiary Name Administrative Staff College of India  
Swift Code SBININBB327  
Bank Name State Bank of India  
Branch Address Bellavista Branch, Rajbhavan Road,  
Somajiguda, Hyderabad - 500 082.  
Nostro Account 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 hospitalization.

## **LAST DATE FOR NOMINATION**

Please use the prescribed/attached form. Last date for receiving nominations is **February 24, 2020**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## **LAST DATE FOR WITHDRAWAL**

**February 25, 2020**. 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 is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward each year with a strong alumni of over 1,50,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2019-20.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



### **Administrative Staff College of India**

Bella Vista, Raj Bhavan Road, Khairatabad,  
Hyderabad - 500 082, India.

**Telefax (Programmes Office) : 0091-40-23324365**

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

### **Delhi Campus**

C-24, Institutional Area  
South of IIT, Behind Qutub Hotel  
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850

[www.asci.org.in](http://www.asci.org.in)

## Nomination Form

Programme on

# HAPPINESS AND WELL-BEING

(March 2 – 4, 2020)

### 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