



asci
Leadership through Learning

Programme on
Improving Work Culture
November 18 – 20, 2019



ADMINISTRATIVE STAFF COLLEGE OF INDIA

INTRODUCTION

A study by a McKinsey team that analyzed upward of 100,000 questionnaires to uncover the practices of 400 business units in 230 companies around the world found that an environment that encourages openness, trust, and challenge (culture) was critical to organizations that performed well.

When organisations have positive work culture, even employees with average skills give high levels of performance and outperforming employees get noticed and rewarded. Therefore building a positive work culture benefits both organisations and employees. Conversely, when the work culture of an organisation is not conducive, then the best structures, systems and policies do not help in ensuring high quality performance. In extreme conditions, “bad” work culture often leads to violence, thefts, sabotage, deliberate wastage and other forms of aberrant behavior.

OBJECTIVES

- To enable the participants to understand the complexities involved in improving work culture.
- To enable the participants to hone some of the skills involved in improving work culture.

CONTENTS

- Constituents of Work Culture
- Role of Leadership in encouraging openness, trust, and challenge
- Factors affecting Work Culture
- Emotions and work Culture
- Creating Culture for High Performance

METHODOLOGY

The main thrust would be on Brain Storming techniques. In addition, there would be Case Discussions, Exercises and Collaborative Tasks.

WHO SHOULD ATTEND

- Top management whose primary responsibility includes improving work culture of their organization
- Senior managers who struggle to improve the work culture of their departments/units to achieve high performance
- Any operating manager who wishes to improve his skills and attributes in Improving Work Culture.

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single 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 duration is from November 18-20, 2019. The participants are expected to arrive a day before the 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 November 15, 2019.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code(Prg/19 - 20/1/40) to poffice@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 hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is November 11, 2019. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

November 12, 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 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 1,40,000. 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.

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Phone : 0091-40-66534247, 66533000, Mobile: 9246203535

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South of IIT, Behind Qutub Hotel

New Delhi - 110 016

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Website : <http://www.asci.org.in>



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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August 23, 2019

Dr. P. Subhashini
Programme Director

Programme on **Improving Work Culture** (November 18 – 20, 2019)

Dear Sir/Madam

We are happy to inform you that the Administrative Staff College of India, Hyderabad, is offering a programme on Improving Work Culture.

When we think of a particular organisation, the defining thought that comes to our mind is "work culture". We either say the work culture is such that the employees are efficient or we say the work culture is so rotten that no work ever gets done.

The point is that while we would love to have positive work culture, we often wonder what to do to improve work culture. Organisational experiences however suggest a definite pattern towards achieving this goal.

The programme we are offering addresses these concerns and provides an opportunity to the participants to understand what it takes to improve the work culture.

We would be happy to receive nominations from your organisation for the programme on Improving Work Culture, which I believe would be immensely beneficial in enhancing productivity at work.

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.

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
Improving Work Culture
(November 18 – 20, 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