

Programme on  
**INDIVIDUAL EXCELLENCE**  
*for*  
**ORGANISATIONAL  
EFFECTIVENESS**

November 25 - 29, 2019



**asci**  
*Leadership through Learning*

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## PROGRAMME OVERVIEW

Organisational effectiveness depends largely on how the leader's excellence resonates with the organisational Vision, Mission and Objectives. If the individuals, as leaders, fit as jewels in organisations, peak performance starts emerging. Journey towards excellence starts, when the individual brilliance of leaders is synchronized with the effective teamwork in an organisation. In a nutshell, the aim of the programme is to help the participants discover strengths in them for further amplification and identify areas for their self-development. Furthermore, it will help participants understand the link between individual excellence at work and its impact on organisation's performance.

## OBJECTIVES

The programme aims at facilitation of learning of the participants in the domains of personal effectiveness for promoting organisational excellence. Specifically, the participants will be able to:

- Use personal strengths identified during the programme for leadership excellence.
- Make action plans to further strengthen their competencies.
- Integrate traits of personal excellence to enhance their own and organisational performance.

## PROGRAMME CONTENT

- Individual Excellence for Organisational Effectiveness
- Leadership in the Organisational Context
- Drawing Individual Psychological Profiles for Counseling
- Individual Creativity and Innovativeness
- Managing Emotions and Feelings
- Change Management
- Sustaining Employee Motivation
- Managing Performance
- Assertive Communication
- Personal Effectiveness Skills
- Creating a Strategy Focused Organisation

## METHODOLOGY

Following training methods will be employed to spark the process of learning :

- Presentations followed by discussions
- Individual & Group Counseling by using psychological tests
- Facilitation for self introspection & learning
- Case-studies
- Role-playing exercises
- Management games
- Action-planning

## PARTICIPANTS' PROFILE

Middle and Senior Level Executives from Government, Private, Public Sector organisations, Banks including executives from Multinational Organisations from all functional areas.

***Organisational sponsorship is essential***

## VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single 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 November 25 - 29, 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. 59,500/- (US \$1110 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. 49,500/- 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, 2019.

**Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/19-20/1/62) to e-mail: [poffice@asci.org.in](mailto: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 18, 2019. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## **LAST DATE FOR WITHDRAWAL**

November 19, 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. Prabhati Pati**

E-mail: [ppati@asci.org.in](mailto:ppati@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.

**Telefax (Programmes Office) : 0091-040-23324365**

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

Fax : 0091-40-66534356, E-mail: [poffice@asci.org.in](mailto:poffice@asci.org.in)

### **Delhi Campus**

C-24, Institutional Area

South of IIT, Behind Qutub 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  
Ph:0091-40-66533000 13 Lines, 66534247, Fax:0091-40-6534356,  
email: poffice@asci.org.in, URL: <http://www.asci.org.in>

August 26, 2019

**Dr. Prabhati Pati**  
Programme Director

### **Programme on Individual Excellence for Organisational Effectiveness (November 25 - 29, 2019)**

Dear Sir/Madam,

We are happy to announce that the Administrative Staff College of India is offering the programme on "Individual Excellence for Organisational Effectiveness" which will be conducted during November 25 to 29, 2019. This Programme explores the link between individual brilliance, teamwork and organisational excellence. The aim is to help participants discover their strengths and help them learn to use them for organisational success. 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 organisation. Alternatively, you could also download the nomination form from our website [www.asci.org.in](http://www.asci.org.in).

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The sponsoring authority is required to endorse the nominee's medical coverage in the event of hospitalisation.

We look forward to receiving early nominations from your organisation.

Yours sincerely,

**Prabhati Pati**

Encl : Programme Brochure and Nomination Form



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

**Nomination Form  
Programme on  
Individual Excellence for Organisational Effectiveness  
(November 25 - 29, 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