



Programme on
**LEADERSHIP
SKILLS DEVELOPMENT**

September 16 - 20, 2019



ADMINISTRATIVE STAFF COLLEGE OF INDIA

THE PROGRAMME

To become an effective leader, one must be willing and motivated to experiment, change and grow. One must be willing to go deep down to explore old scripts, habits and behaviours that need to be identified and changed. All this requires self-knowledge, which leads one to an understanding as to how one has been operating as a leader in the real world. This self-knowledge serves as a foundation for skill development. The difference between learning about leadership and learning to be a leader is the acquisition of skills. Skills are acquired when we learn by doing rather than by merely reading, listening or thinking. One becomes a leader when one applies one's learning, knowledge and experience in day to day situations. Thus, application and practice is the key to become an effective leader.

The programme on Leadership Skills Development has been designed to provide an insight into one's behaviour by providing feedback, by giving an opportunity to practice modified behaviour and thus gain confidence to practice the skills acquired in the back-home setting.

PROGRAMME OBJECTIVE

Enable the participants to learn and practice various leadership skills to become an effective leader.

PROGRAMME CONTENTS

The contents of the programme include the following among others

- Leadership
- Problem Solving and Decision Making
- Emotional Intelligence
- Managerial Communication
- Team Building Skills
- Executive Coaching and Performance Counseling
- Conflict Resolution and Negotiation Skills
- Presentation Skills
- Leading Change
- Personal Effectiveness Skills

LEARNING TECHNOLOGY

The programme is designed to facilitate experiential learning through interactive sessions which are organised around case studies, role plays, group activities, psychological instruments and skill practice sessions.

PARTICIPANT LEVEL

This programme is meant for senior and middle level executives of private sector, public sector and government departments. The programme will also be useful for HR professionals and trainers.

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 comprehensive way.

DURATION

The programme duration is from **September 16 - 20, 2019**. The participants are expected to arrive a day before 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 September 13, 2019.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (Prg/19-20/1/16) to e-mail: 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 nomination is **September 9, 2019**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 10, 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



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

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, 66534258 (Direct), Fax:0091-40-66534356
email:poffice@asci.org.in, URL:http://www.asci.org.in

Dr. Prabhati Pati
Programme Director

June 3, 2019

Dear Sir / Madam,

**Programme on
LEADERSHIP SKILLS DEVELOPMENT
(September 16 - 20, 2019)**

The success of an organisation depends on the leadership qualities exhibited by its managers. We have a large number of managers but very few leaders. The main difference between a manager and a leader is that managers get compliance from their employees but it is the leaders who get employees' commitment. Managers get compliance by using their positional powers while leaders get commitment by winning their heart and soul. A manager becomes a leader when he/she acquires and uses leadership skills. The programme on Leadership Skills Development has been designed to equip the managers with effective leadership skills for a lifetime by providing them hands-on experience during the training programme.

I am happy to announce that the Administrative Staff College of India is offering the programme on Leadership Skills Development during September 16 - 20, 2019, Hyderabad. A detailed brochure is enclosed.

Nominations for the programme may be made in the enclosed form. Photocopies of the form are also acceptable in case you would like to nominate more than one person from your organisation. The form can also be accessed from our website.

Since this programme is likely to attract a large number of nominations on account of its practical orientation, I look forward to receiving early nominations from your organisation.

Yours faithfully,

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
LEADERSHIP SKILLS DEVELOPMENT
(September 16 - 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