



**asci**  
Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

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

Ph : 0091-40-66533000, 66534247, Fax : 0091-40-66534356,

email: poffice@asci.org.in, URL: <http://www.asci.org.in>

**Dr. P. Subhashini**  
Programme Director

July 10, 2019

Dear Sir / Madam,

**Programme on**  
**Leading with Emotional Intelligence**

**(October 14 - 18, 2019)**

I am happy to announce that the Administrative Staff College of India is offering its Programme on Leading with Emotional Intelligence during October 14 to 18, 2019 at Bella Vista or College Park Campus, Hyderabad. A detailed brochure is enclosed.

To grow and prosper, organisations need a combination of technology, leadership, and inspired work force. Work force will be inspired when we have the right kind of leadership. Such a leader would be aware of his strengths and weaknesses, both cognitive and emotional. He would ensure his personal effectiveness by being adept in self management. He would be able to motivate himself and others by arousing positive emotions like hope, optimism and confidence. Further, he would be able to earn employee loyalty by empathizing with them. All these skills/competencies and many more can be developed by learning emotional intelligence skills. The Programme on Leading with Emotional Intelligence has been designed to enhance the managerial competence in this regard.

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

I look forward to receiving early nominations from your organisation.

Yours sincerely,

**P. Subhashini**

Encl : Brochure & Nomination form



**Administration Staff College of India**

**Programme on**

# **LEADING WITH EMOTIONAL INTELLIGENCE**

**(October 14 - 18, 2019)**



## INTRODUCTION

Emotional intelligence is an important competency for leadership effectiveness. There is tremendous amount of empirical evidence to support the significance of emotional intelligence in obtaining positive organisational outcomes. Leaders high on emotional intelligence are viewed favourably by their followers. Such leaders demonstrate higher levels of self awareness and a better ability of handling emotions. They also make persistent efforts in motivating their followers towards achieving high performance. In other words, emotional intelligence is strongly correlated to leadership and organisational effectiveness.

The programme on 'Leading with Emotional Intelligence' has been designed to help participants understand emotional intelligence and its importance for leadership effectiveness. It also aims to help participants arrive at a development plan to improve their emotional competencies.

## OBJECTIVES

- ◆ Understand Emotional Intelligence and its importance for Leadership Effectiveness
- ◆ Facilitate EI development through coaching and self-reflection

## CONTENT

- ◆ Understanding Emotional Intelligence
- ◆ Understanding the Inner World
- ◆ Managing Dysfunctional Emotions
- ◆ Motivating Self and Others
- ◆ Understanding the Social World
- ◆ Leadership and Influence
- ◆ Relating Well
- ◆ EI Assessment
- ◆ EI Development Plan

## ANDRAGOGY

- ◆ Interactive Lectures
- ◆ Psychometric Tests
- ◆ Group Exercises
- ◆ Case Discussion
- ◆ Role Play
- ◆ Coaching

## PARTICIPANT LEVEL

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

**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 **October 14 - 18, 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 October 11, 2019.

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (**Prg/19-20/1/38**) to e-mail: **poffice@asci.org.in** for confirmation.

### Bank Details are give 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  |
|                     | Bellavista Branch, Rajbhavan Road, Somajigud, 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 **October 7, 2019**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**October 8, 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**

**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.

**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)





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

**Nomination Form**  
**Programme on**  
**Leading with Emotional Intelligence**  
**(October 14 - 18, 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**

| <b>Name of the Insurance Agency</b>                            | <b>Policy Number</b> | <b>Validity upto</b> |
|--|----------------------|----------------------|
|  |                      |                      |
| <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