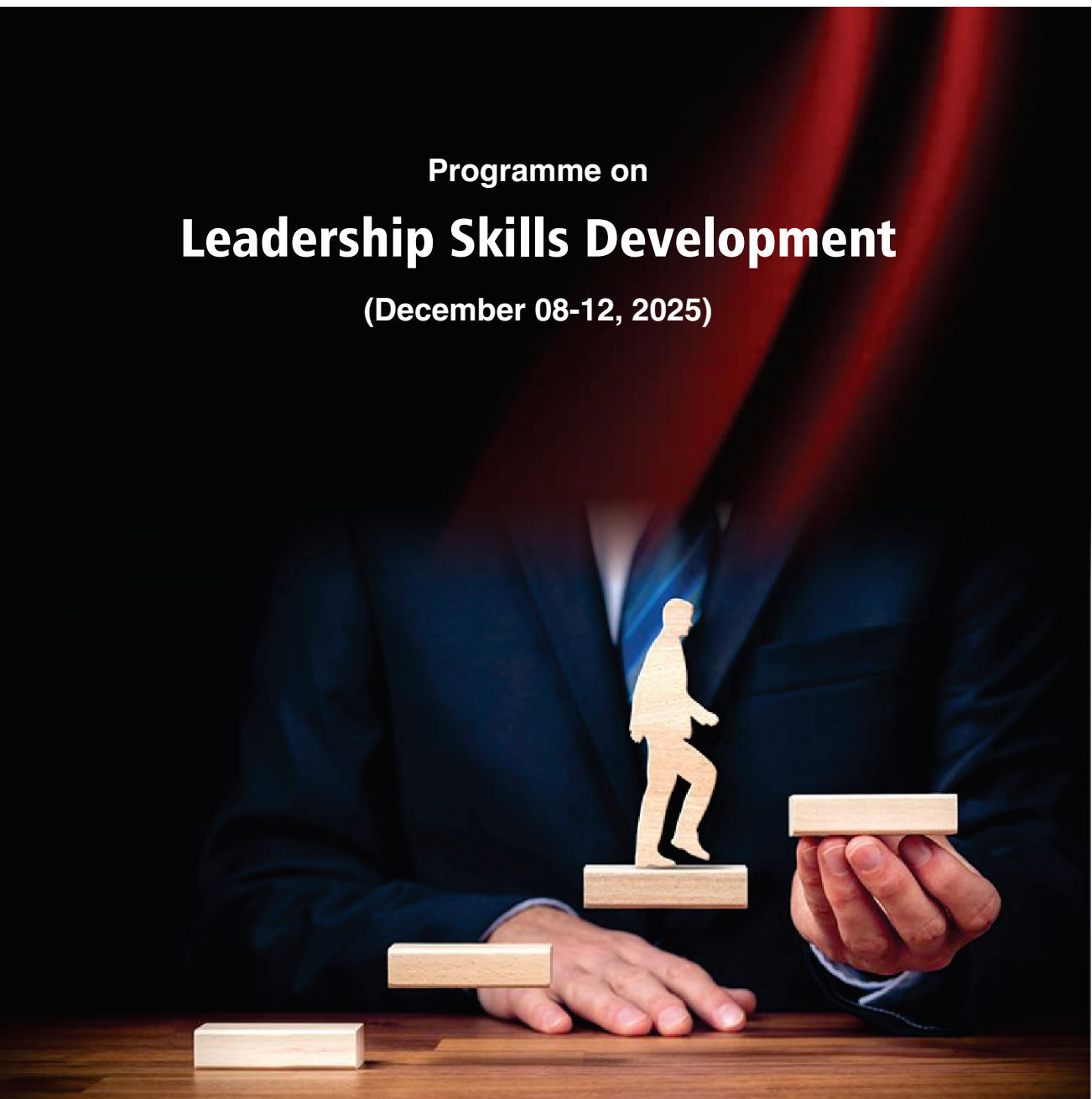


Programme on
Leadership Skills Development
(December 08-12, 2025)



Administrative Staff College of India
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

PROGRAMME OVERVIEW

This experiential leadership development program is designed to equip managers and high-potential professionals with the essential skills, mindset, and confidence to lead teams, drive change, and deliver impact. Through a structured and interactive format, participants will develop personal leadership styles, strengthen team influence, and learn to navigate complex workplace challenges with agility and purpose.

PROGRAMME OBJECTIVE

To empower current and future leaders with the essential skills, tools, and insights required to lead confidently and effectively in complex, high-performing work environments. The program focuses on developing personal leadership styles, fostering team alignment, enabling performance coaching, and enhancing influence and execution capabilities.

KEY FOCUS AREAS

- ▶ Understanding Leadership Styles and Emotional Intelligence
- ▶ Communication & Influence Skills for Leaders
- ▶ Leading High-Performance Teams
- ▶ Decision-Making and Problem Solving under Pressure
- ▶ Giving and Receiving Constructive Feedback
- ▶ Personal Leadership Vision and Growth Roadmap

SESSION-WISE AGENDA & FACILITATOR GUIDE

Day 1: Leading Self – Foundation of Leadership

Focus: Self-awareness, emotional intelligence, and personal effectiveness

Content:

- ▶ Understanding your leadership profile
- ▶ Emotional intelligence and behavioral agility
- ▶ Time and energy management for leaders
- ▶ Activities: EI assessment, values mapping, self-reflection journal

Facilitator Role: Guide assessments, conduct feedback circles

Evaluation: Self-awareness growth map, peer feedback

Day 2: Leading with Communication & Influence

Focus: Clarity, assertiveness, and interpersonal effectiveness

Content:

- ▶ Strategic communication styles
- ▶ Assertive leadership and managing difficult conversations
- ▶ Listening to build trust and resolve conflict
- ▶ Activities: Feedback role plays, empathy mapping, influence mapping

Facilitator Role: Conduct practice simulations and observation feedback

Evaluation: Peer-assessed conversation practice, facilitator feedback

Day 3: Leading High-Performance Teams

Focus: Team building, collaboration, delegation, and trust

Content:

- ▶ Stages of team development and leadership actions
- ▶ Delegation frameworks and accountability conversations
- ▶ Building team trust and shared purpose
- ▶ Activities: Team problem-solving challenge, trust circle exercise

Facilitator Role: Facilitate group challenge, debrief team dynamics

Evaluation: Teamwork self-assessment, group presentation

Day 4: Leading for Results – Decision-Making & Ownership

Focus: Strategic thinking, decisions under pressure, and ownership

Content:

- ▶ Decision-making models and critical thinking tools
- ▶ Managing ambiguity and time-bound decisions
- ▶ Driving accountability and execution
- ▶ Activities: Case study (crisis leadership), decision grid, root cause workshop

Facilitator Role: Guide case discussions, introduce decision tools

Evaluation: Group decision justification, critical thinking quiz

Day 5: Leading Forward – Vision, Feedback, and Growth

Focus: Growth mindset, feedback culture, and personal leadership journey

Content:

- ▶ Coaching and mentoring skills
- ▶ Building a feedback-rich culture
- ▶ Crafting your leadership development roadmap
- ▶ Activities: Feedforward activity, peer coaching lab, leadership action plan

Facilitator Role: Lead coaching circles, provide roadmap guidance

Evaluation: Individual presentations, roadmap peer review

EXPECTED OUTCOMES

Participants will:

- ▶ Enhance self-awareness and emotional intelligence
- ▶ Improve leadership presence and communication skills
- ▶ Strengthen ability to lead, coach, and delegate effectively
- ▶ Make confident decisions under pressure
- ▶ Foster a growth mindset and long-term development roadmap

ORGANIZATIONAL BENEFITS

- ▶ Increased leadership readiness and engagement
- ▶ Higher team productivity and accountability
- ▶ Enhanced collaboration and morale
- ▶ Stronger pipeline of agile, high-impact leaders

PROGRAMME DESIGN AND METHODOLOGY

This 5-day immersive leadership program adopts a blended methodology combining:

- ▶ Facilitated workshops and microlectures
- ▶ Peer coaching, simulations, and experiential games
- ▶ Leadership assessments and reflection tools
- ▶ Scenario-based role plays and case discussions
- ▶ Daily action planning and journaling

Participants will experience dynamic learning environments with feedback loops, practice labs, and guided debriefs to translate insights into real-world workplace actions

The learning approach emphasises actionable insights, practical tools, and reflective leadership practices to ensure long-term impact and immediate application at the workplace.

FACULTY

Professor Swarnalatha Jagarlapudi is a distinguished academican and human resource management expert with over 36 years of cross-sectoral experience in public and private domains. She holds an MPhil in Industrial Psychology from TISS, Mumbai, and multiple advanced qualifications, including Master's degrees in Applied Psychology, Criminal Law and Forensic Science, HR, International Business, Economics, Foreign Trade, and Mass Communication.

Known for her strategic insight and entrepreneurial approach, Prof. Swarnalatha has designed and conducted high-impact leadership and organisational development programmes for leading government, banking, finance, IT, manufacturing, and healthcare entities. Her extensive credentials—from NLP Practitioner to Internal Auditor and Stress Management Professional—augment her strong academic foundation and practical leadership expertise.

PARTICIPANT PROFILE

This programme is ideal for senior and middle-level executives, managers, and administrators from both public and private sector organisations. It is particularly beneficial for professionals from government departments, service-oriented institutions such as banks, corporate hospitals, transport corporations, and those involved in strategic planning, operations, human resources, and organisational development. Participants will benefit from peer learning, cross-sectoral insights, and actionable leadership strategies tailored to real-world challenges.

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. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration is 5 days starting from **December 08-12, 2025**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 69,500/- (US \$1086 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. 59,500/- 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 **December 05, 2025**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/25-26/1/ 106)** e-mail: 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	62090698675
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.
Country	India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.



LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **December 01, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

December 03, 2025. 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

Prof. J Swarnalatha

e-mail: swarnalathaa.j@asci.org.in



Administrative Staff College of India

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College Park Campus

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Hyderabad - 500 034.

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Fax : 040-66720725

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

Nomination Form
Programme on
Leadership Skills Development
(December 08-12, 2025)

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 No. : _____	
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

Note : Coverage should be available in Hyderabad, India

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, 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