

Prof. J Swarnalatha
Programme Director

April 04, 2025

WOMEN LEADERSHIP PROGRAMME

(June 02-06, 2025)

Dear Sir/Madam

The Administrative Staff College of India (ASCI) is pleased to announce the **Women Leadership Programme** from **June 02-06, 2025** at Bella Vista Campus/College Park Campus, Hyderabad.

Organisations globally recognize that gender diversity at all levels contributes to good governance and promotes growth of the company. Hence, organizations are proactively promoting gender sensitive policies and adopting strategies to hone skills and potential of their women employees.

This five day transformative programme gives women leadership' opportunities to explore strategies to achieve their goals in a dynamic work environment enhance their power and take the lead. The programme will provide an excellent platform to all women executives to create personal and professional network which they can leverage throughout their careers.

The aim of the programme is to help participants –

- Develop managerial competency across verticals
- Facilitate women to develop personal leadership styles that inspires innovation in others
- Gain knowledge about recent developments in the macroeconomic environment and their implications; functional concepts in Strategy, Marketing, Finance, IT and Human Resource Development
- Sensitise them about gender, leadership and power

This women Leadership Programme is designed for women Senior and middle level executives of private sector, public sector and government departments also useful for HR professionals and trainers.

We look forward to your positive reply at an early date.

Yours Faithfully,

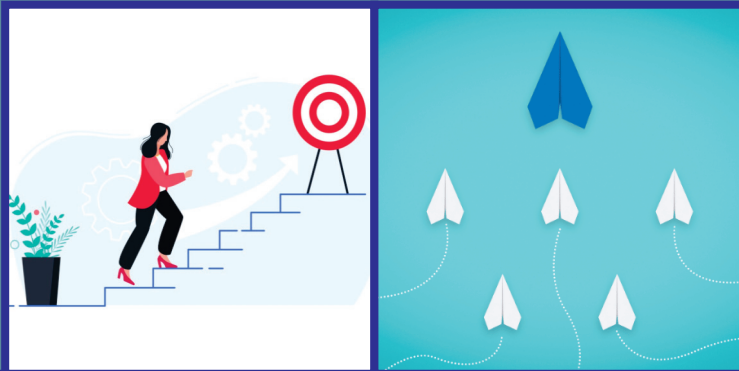


Prof. J Swarnalatha

Encl: Programme Brochure along with Nomination form

Women Leadership Programme

(June 02-06, 2025)



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

PROGRAMME OVERVIEW

More than a few women have risen to positions as corporate chief executives, university presidents, state governors, and presidents of nations. Although women's progress in attaining power and authority is unmistakable, even now the presence of women in elite leadership positions is unusual enough that it evokes a sense of wonder.

Women's rarity in powerful roles has most often been ascribed to the glass ceiling, but this explanation no longer fits. The glass ceiling metaphor conveys a rigid, impenetrable barrier, but barrier to women's advancement are now more permeable. Although men have long monopolized leadership, especially in the more powerful roles, this is changing. In the United State and many other nations, women have gained new access to a wide range of leadership roles.

Organizations depend on effective managerial leadership. Managers have control over the organization of work as well as the hiring and firing of lower – level employees. Some scholars of leadership distinguish and controlling the flow of work in an organization without necessarily undertaking the leadership activities of setting new direction, inspiring innovations, and enabling successful adaptation to challenges.

Even though this distinction between leadership and management can be useful, the two types of activities are intertwined in organizations.

Therefore, the mission of this programme is extremely important. The best leadership is found by choosing leaders from the largest pool of talent, and that includes women. Opening doors for women fosters equal opportunity and can help a society to allocate its human resources optimally. With excellence in leadership is short supply, no group, organization, or nation should tolerate the losses that follow from unfairly restricting women's access to leadership roles. This programme evaluates whether such restrictions are present and, if they are present, what can be done to eliminate them?

The demands of leadership roles promote similarity in male and female leaders. Still, even among managers in the same role, some sex differences have been detected. Women, more than men, have a democratic, participative, collaborative style. However, this tendency erodes somewhat when women are in male- dominated roles. Because women in senior management are rare, particularly in large corporations, they very often lead in much the same way as their male counterparts do. It is when leader roles are more integrated that women are more likely to exceed men in displaying democratic, participative style as well as interpersonally oriented styles.

It is also true that female managers are slightly more likely to have a transformational style than male managers. This trade emerges most strongly in the attention and mentoring those women managers provide to their subordinates. Also, women, more than men, use rewards to encourage appropriate behaviors. In contrast, men, more than women, attend to subordinates' failures to

meet standards and adopt more problematic behaviors of avoiding solving problems until they became acute and being absent or uninvolved at critical times.

IMPACT

1. **Enhance Leadership Capabilities:** Equip women leaders with the necessary skills, tools, and techniques to confidently lead teams and drive organizational success.
2. **Develop Strategic Thinking and Decision-Making Skills:** Foster critical thinking and strategic decision-making abilities to solve complex business challenges effectively.
3. **Improve Communication and Influence:** Build powerful communication strategies to articulate ideas, inspire others, and gain influence in leadership roles.
4. **Empower Through Emotional Intelligence:** Develop self-awareness, empathy, and emotional intelligence to enhance relationship management and collaborative leadership.
5. **Encourage Personal Branding and Confidence:** Support women leaders in building a personal leadership brand and developing self-confidence to take on higher responsibilities.
6. **Promote Networking and Collaboration:** Create opportunities for networking, mentorship, and collaboration with other leaders to foster a supportive professional environment.
7. **Strengthen Conflict Resolution and Negotiation Skills:** Enable participants to manage conflicts constructively and negotiate effectively in various leadership scenarios.
8. **Address Gender-Specific Leadership Challenges:** Identify and overcome unique challenges faced by women leaders in the workplace, including unconscious bias and work-life balance.
9. **Foster Innovation and Creativity:** Cultivate innovative thinking and creativity to encourage problem-solving and visionary leadership.
10. **Prepare for Transformational Leadership:** Empower women to drive organizational change and transformation through visionary leadership and inclusive strategies.

COURSE CONTENT

By the end of the programme participants will be able to understand and implement the following:

Day-I

- ▶ Leadership modules and theories
- ▶ Leadership assessment and evaluation: application of psychometric tools
- ▶ Understanding and managing Gender Diversity at workplace

Day-II

- ▶ Creative problem solving and decision making
- ▶ Developing future leadership pipeline
- ▶ Strategic Leadership in VUCA World
- ▶ Crises management: leading high impactful teams and groups

Day – III

- ▶ Leadership for managing change: developing change makers
- ▶ Strengthening verbal and non-verbal communications
- ▶ Establishing a strong personal brand
- ▶ Corporate governance and ethics
- ▶ Understanding workplace dynamics

Day-IV

- ▶ Sexual harassment at workplace and empowering women leaders to deal with it effectively
- ▶ Potential to Performance: Training and Developing High performers Talent management and Succession Planning
- ▶ Exploring global best practices

Day-V

- ▶ Work-life Balance
- ▶ Managing Stress and Time effectively
- ▶ Fostering Innovation and Creativity in workplace

FACULTY PROFILE

Prof. Swarnalatha Jagarlapudi is a distinguished academic and seasoned human resources professional with over 36 years of experience spanning the public and private sectors. Holding a MPhil in Industrial Psychology from TISS, Mumbai, along with advanced Master degrees in Applied Psychology, Criminal law and Forensic science, MBA in HR and International Business, and multiple master's degrees in Economics, foreign trade, Mass Communication and Journalism and more, she currently serves as and Professor of HRM.

Renowned for her commercial acumen and entrepreneurial flair, Prof. Swarnalatha has designed and delivered impactful leadership, management, and organizational development programs across diverse sectors including government, banking, finance, IT, and manufacturing. Her extensive certifications—ranging from NLP Practitioner to Stress Management Professional and Internal Auditing—complement her robust academic and practical expertise.

TRAINING METHODOLOGY

The Women's Leadership Training Program is designed with an inclusive, empowering, and evidence-based methodology that addresses the unique challenges and strengths of women in leadership. Grounded in the ADDIE instructional design framework—Analysis, Design, Development, Implementation, and Evaluation—the program begins with a comprehensive needs assessment to understand participants' leadership goals, organizational contexts, and systemic barriers often faced by women in the workplace. The delivery follows a blended learning approach, combining instructor-led sessions, peer learning, coaching, and self-paced modules. Core modules focus on building self-awareness, strategic thinking, executive presence,

negotiation skills, and resilience. Emphasis is placed on developing confidence, challenging limiting beliefs, and navigating gender bias and organizational dynamics. Experiential learning methods, including role-plays, storytelling, simulations, and real-world leadership challenges, provide hands-on experience and foster peer connection.

PARTICIPANT PROFILE

Senior and middle level executives of private sector, public sector and government departments. Also 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. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration is 5 days starting from **June 02-06, 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, courseware (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 made into our Bank account before **May 30, 2025**.

Note: Kindly forward us the details of Bank/Wire transfer of programme fee 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

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



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. The last date for receiving the nomination form is **May 30, 2025**. Kindly

contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

May 31, 2025. Any withdrawals after this date will entail forfeiture of the 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

Email: swarnalathaa.j@asci.org.in



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

College Park Campus

Road No. 3, Banjara Hills,
Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

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

WOMEN LEADERSHIP PROGRAMME

(June 02-06, 2025)

Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
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