



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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Prof. J Swarnalatha

Programme Director

April 29, 2024

Programme on

LEADERSHIP EXCELLENCE FOR ORGANISATIONAL TRANSFORMATION

(July 22-26, 2024)

Dear Sir/Madam

We are happy to inform you that the Administrative Staff College of India, Hyderabad, is offering a programme on **Leadership Excellence for Organisational Transformation**.

Leadership excellence is critical for organisational transformation, as it sets the tone for the entire organisation and determines the course of action to achieve its goals. Leadership excellence is crucial for organisational transformation. Leaders who are visionary, strategic, effective communicators, empower their teams, lead by example, and are committed to continuous learning can inspire their teams to achieve great results and transform their organisations. Leadership excellence refers to the ability of a leader to inspire and guide their team towards achieving a common goal while upholding high ethical standards. It involves possessing a set of qualities and skills that enable the leader to create a positive and productive work environment, foster teamwork, build trust, and achieve exceptional results. Leadership excellence can transform an organisation by inspiring and motivating employees, encouraging collaboration and teamwork, driving innovation, creating a positive work environment, and aligning strategy and vision. By creating a culture of excellence and continuous improvement, leaders can help organisations achieve their full potential and succeed in a competitive business environment.

This Programme is designed for Senior and Middle level executives (Managers / Administrators) of public and private sector organisations, Government departments and service organisations such as banks, corporate hospitals, transport corporations, etc.

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

Yours Faithfully,

J Swarnalatha

Encl: Programme Brochure along with Nomination form

Programme on

Leadership Excellence for Organisational Transformation

(July 22-26, 2024)



Administrative Staff College of India

PROGRAMME OVERVIEW

Leadership excellence is critical for organisational transformation, as it sets the tone for the entire organisation and determines the course of action to achieve its goals. Leadership excellence is crucial for organisational transformation. Leaders, who are visionary, strategic, effective communicators, empower their teams, lead by example, and are committed to continuous learning can inspire their teams to achieve great results and transform their organisations. Leadership excellence refers to the ability of a leader to inspire and guide their team towards achieving a common goal while upholding high ethical standards. It involves possessing a set of qualities and skills that enable the leader to create a positive and productive work environment, foster teamwork, build trust, and achieve exceptional results. Leadership excellence can transform an organisation by inspiring and motivating employees, encouraging collaboration and teamwork, driving innovation, creating a positive work environment, and aligning strategy and vision. By creating a culture of excellence and continuous improvement, leaders can help organisations achieve their full potential and succeed in a competitive business environment.

Transformation planning is a process of developing a [strategic] plan for modifying an enterprise's business processes through the modification of policies, procedures, and processes to move the organisation from an "as is" state to a "to be" state.

The programme on "Leadership excellence for organisational transformation" is designed to provide a platform for deliberating upon key issues and challenges through meaningful dialogue and structured discussion.

CONTENT

Module 1: Understanding Organizational Transformation

- ▶ Introduction to organizational transformation.
- ▶ Recognizing the need for change.
- ▶ Types and drivers of organizational transformation.
- ▶ The impact of transformation on various stakeholders.

Module 2: Leadership in Transformation

- ▶ Role of leadership in change and transformation.
- ▶ Leadership styles and their applicability in transformation.
- ▶ Leading by example and setting the vision.
- ▶ Building trust and credibility as a leader.

Module 3: Creating a Transformation Vision

- ▶ Developing a compelling vision for change.
- ▶ Communicating the vision effectively.
- ▶ Gaining buy-in from key stakeholders.
- ▶ Aligning the vision with organizational values and goals.

Module 4: Change Management and Strategy

- ▶ Change management methodologies and models.
- ▶ Creating a change management plan.
- ▶ Aligning transformation with the organization's strategic goals.
- ▶ Risk assessment and mitigation in transformation.

Module 5: Leading Through Resistance

- ▶ Understanding resistance to change.
- ▶ Strategies for managing and overcoming resistance.
- ▶ Building a culture of openness and adaptability.
- ▶ Dealing with emotional responses to change.

Module 6: Team and Culture Building

- ▶ Developing high-performance teams during transformation.
- ▶ Fostering a culture of innovation and learning.
- ▶ Navigating cultural change within the organization.
- ▶ Leadership in diverse and multicultural contexts.

Module 7: Change Communication

- ▶ Effective communication strategies during transformation.
- ▶ Engaging and involving employees in the change process.
- ▶ Managing rumors and addressing misconceptions.
- ▶ Creating a communication plan for transformation.

Module 8: Data-Driven Decision-Making

- ▶ Utilizing data and analytics in decision-making.
- ▶ Monitoring and measuring the impact of transformation.
- ▶ Adapting strategies based on data insights.
- ▶ Ethical considerations in data usage.

Module 9: Transformation Leadership in Crisis

- ▶ Leading through unexpected crises and disruptions.
- ▶ Crisis communication and decision-making.
- ▶ Maintaining stability and organizational resilience.

Module 10: Sustaining Transformation

- ▶ Strategies for sustaining change and avoiding regression.
- ▶ Leadership for continuous improvement and innovation.
- ▶ Evaluation and feedback loops in transformation.
- ▶ Success stories and case studies of organizations that achieved sustained transformation.

PARTICIPANT PROFILE

Senior and Middle level executives (Managers / Administrators) of public and private sector organisations, Government departments and service organisations such as banks, corporate hospitals, transport corporations, etc.

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 from **July 22-26, 2024**. 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 July 19, 2024.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/43)** e-mail: to **pooffice@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 nominee's 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 **July 08, 2024**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

July 15, 2024. Any withdrawals after this date will entail forfeiture of the fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of 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: swarnalatha.j@asci.org.in

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.



ABOUT ASCI

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 with a strong alumni of over 1,69,000. 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 2024-25.

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

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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



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

Nomination Form
Programme on
LEADERSHIP EXCELLENCE FOR
ORGANISATIONAL TRANSFORMATION
(July 22-26, 2024)

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