

**Programme on  
People Management towards Performance Excellence  
(July 22 - 26, 2024)**



## **PROGRAMME OVERVIEW**

The "People Management towards Performance Excellence" training programme is designed to equip participants with the skills and strategies needed to effectively manage people and drive performance excellence within their teams. Through a comprehensive curriculum focusing on team building, performance evaluation, feedback mechanisms, and fostering a culture of continuous improvement, participants will develop a deeper understanding of effective people management practices. This will enable them to apply these skills in their day-to-day interactions with team members, leading to enhanced motivation and engagement among employees. By learning how to evaluate performance effectively and provide constructive feedback, participants can contribute to improved individual and team performance. The programme also aims to enhance participants' leadership skills, enabling them to lead diverse teams more effectively and contribute to their career growth. For organizations, the programme offers several benefits, including improved team performance and productivity, better retention of top talent, and the development of a pipeline of skilled leaders who can drive performance excellence. Additionally, implementing the programme's principles can create a more positive and collaborative work environment, leading to higher employee satisfaction and lower turnover. Overall, the "People Management towards Performance Excellence" training programme is designed to benefit both participants and organizations by enhancing skills, improving performance, and fostering a culture of excellence and continuous improvement. This programme offers benefits to participants from all functional areas, as effective people and performance management is crucial for every individual within an organization, regardless of their department.

## **IMPACT**

- Increased employee motivation and engagement.
- Improved team performance and productivity.
- Enhanced leadership effectiveness in managing diverse teams.
- Strengthened skills in performance evaluation and feedback delivery.
- Cultivation of a culture of collaboration and continuous improvement.
- Better retention of talent through effective people management practices.

## **OBJECTIVES**

- Understand the principles of effective people management.
- Learn strategies for motivating and engaging employees.
- Develop skills in performance evaluation and feedback delivery.
- Foster a culture of collaboration, communications and continuous improvement.
- Enhance leadership effectiveness in managing diverse teams.
- Improve retention of talent through effective people management practices.

## **PARTICIPANT PROFILE**

Senior and Middle-level Executives responsible for any functional area, including line functionaries. This course is ideal for professionals and leaders at all career stages.

## *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/24-25/1/45) e-mail: to [poffice@asci.org.in](mailto: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, Raj Bhavan 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 hospitalization.

## **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 after the programme.

**Programme Director**

**Dr Tanusree Chakraborty**

e-mail: [tanusree@asci.org.in](mailto:tanusree@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

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

### **College Park Campus**

ASCI, Road No.3, Banjara Hills,  
Hyderabad-500 034, Telangana, India  
+91-40-66720700/01/02/05  
+91-40-66720725

### **Delhi Campus**

ASCI, C-24, Institutional Area, South of IIT  
Behind Qutub Hotel, New Delhi-110016.  
+91-11-26962204, 26961750, 26961850  
+91-11-26866097



**asci**  
Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

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

**Nomination Form**

**Programme on**

**People Management towards Performance Excellence**

**(July 22 - 26, 2024)**

**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. 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](mailto:poffice@asci.org.in)