



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

Ph:0091-40-66533000 13 Lines, 66534238 (Direct), Fax: 0091-40-66534356

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

Dr. Harsh Sharma

Programme Director

May 15, 2024

Dear Sir / Madam,

Programme on

BUILDING AND LEADING EFFECTIVE TEAMS

(August 12-14, 2024)

Team Building is increasingly needed in organisations for enhancing their efficiencies and effectiveness. The importance of team work increases as the tasks become more complex and more specialised and people feel the need for collaboration to solve work-related problems. It is a reality of life in general and work life in particular that conflicts are inevitable where people work together. Hence, managers need to acquire the skills in managing conflict to ensure collaboration and effective team-work.

Recognising the need for managers to develop team-building skills, Administrative Staff College of India has been offering the programme on "Team Building" for over a decade. The programme is designed for executives who have to build effective teams to ensure growth and development. It deals with various aspects of team development and conflict management with an added emphasis on experience-based learning.

I do hope that your organisation would take advantage of this opportunity by nominating your Senior Executives to this programme. Our experience over the years has shown that nominations in teams of 2 or 3 would facilitate the effective application of principles and insights acquired from the Programme by the participants in their back-to-work situations.

The brochure which gives further details together with a nomination form is enclosed. For multiple nominations, you may use photocopies of the form. Alternatively, the form can be accessed from our website. The last date for receipt of the nomination along with the fee is **July 29, 2024**.

If you need any additional information regarding this programme, please do contact me or our Programme officer, reached at poffice@asci.org.in or on **(+91) 9246203535**

Please note that 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.

We look forward to receiving your nomination(s) at the earliest.

Yours sincerely,

Harsh Sharma

Encl: Programme Brochure and Nomination form



asci
Leadership through Learning

Programme on

Building and Leading Effective Teams

(August 12-14, 2024)



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

PROGRAMME OVERVIEW

The demand on managers to pool together people of diverse backgrounds, personalities, training and experience and integrate them into an effective team is increasingly felt in recent years. Effective teams are thus inevitable to organisational growth and development. A cohesive team, while ensuring optimum utilisation of human resources and talent, enables the members to be effective in whatever task they undertake and provide necessary capabilities in solving problems and achieving goals.

IMPACT

- ◆ Help mitigating differences and conflicts at work place and in other social situations.
- ◆ Facilitate building organisational culture conducive for teamwork.
- ◆ Develop creative and learning skills to enhance interpersonal relationships

CONTENT

- ◆ Organisational needs for team development
- ◆ Formation and functioning of teams
- ◆ Team role preferences
- ◆ Management of conflict
- ◆ Creative teams and learning organisations
- ◆ Leadership in teamwork
- ◆ Organisational culture for teamwork
- ◆ Action-plans for re-entry into work

PEDAGOGY

Training methods for this programme include experience-based learning techniques such as diagnostic instruments, exercises, group work, case discussions and formal lectures.

PARTICIPANT PROFILE

Senior and Middle level executives of public and private sector organisations, financial institutions and government departments.

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 3 days starting from **August 12-14, 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. 43,700/- (US \$683 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. 37,700/- 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 August 09, 2024.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/28)** 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 **July 29, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

August 05, 2024. 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. Harsh Sharma

e-mail: harsh.sharma@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

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



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

Nomination Form

Programme on

BUILDING AND LEADING EFFECTIVE TEAMS

(August 12-14, 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