



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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

Prof. J Swarnalatha
Programme Director

May 16, 2024

Programme on

Coaching & Mentoring for Enhancing Productivity

August 12-14, 2024

Dear Sir/Madam

Coaching and mentoring are proven methods groom tomorrow's leaders, transfer valuable institutional knowledge to others, and enhance individual and team performance. Coaches and mentors serve as role models for many others in organizations. Investing in the development of future leaders has a significant positive impact on an organisation, its members and the leaders themselves.

Accordingly, the Administrative Staff College of India has launched the Coaching & Mentoring Programme. It aims to equip potential leaders with the necessary competencies to become a coach and mentor. The programme is meant for senior level executives of any organisation.

A brochure outlining the details of the Programme and other pertinent information along with a nomination form are enclosed. If you need any additional information, do please contact us.

The last date for the receipt of nomination forms is July 29, 2024. Since we expect this Programme to attract a large number of nominations, we advise you to send in your nominations well before this date to enable us to give them due consideration. You can accordingly make your plans for assigning nominee(s) for the programme.

Sincerely,

J Swarnalatha

Encl: Programme Brochure along with Nomination form

Programme on

COACHING AND MENTORING FOR ENHANCING PRODUCTIVITY

(August 12-14, 2024)



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

PROGRAMME OVERVIEW

Developing stronger relationships among colleagues drives results within the organization and with vendors and partners. These relationships cannot be developed without strong mentoring and coaching. To develop these skills, mid- and senior-level leaders must have the tools to drive coaching and mentoring initiatives.

Distance is a critical challenge when building a culture of coaching and mentoring. Remote employees, cultures, age and geography all impact the ability to coach for strong results. Careful focus must be utilized to create the right environment and relationships for mentoring and coaching.

Additionally, commitment is related to all the other success factors. To get commitment from employees, you must lead by example and demonstrate your willingness to adapt to and thrive in the working environment.

A powerful way to engage employees, improve performance, and build loyalty is to create a mentoring program. Pairing less experienced workers with tenured workers can help keep lines of communication open. It demonstrates an interest in the long term goals and success of employees, identifies opportunities to meet those goals, assists in succession planning, and passes on values and expertise.

A mentor provides professional advice and support. He or she willingly shares knowledge, experience and often personal and professional network contacts. Successful mentoring can help less experienced individuals navigate away from costly mistakes. For a mentor, the relationship provides an opportunity to gain a fresh perspective and the satisfaction from guiding others to professional success.

CONTENT

- ◆ Developing trust and relationships among employees
- ◆ Coaching colleagues for continuous improvement
- ◆ Recognizing the qualities of successful employees and leaders
- ◆ Utilizing time-tested principles to lead your employees to success and help others advance in their careers
- ◆ Applying the essentials for launching a successful mentoring initiative.
- ◆ Determining a mentoring purpose and what mentee groups your programme will serve.
- ◆ Defining coaching and identify traits and behaviours of an effective coach
- ◆ Applying the 7 coaching process steps to improve the Performance of others
- ◆ Using the 9 coaching principles to get better results
- ◆ Creating guidelines for measuring performance
- ◆ Preparing and delivering contrastive feedback to avoid common feedback barriers
- ◆ Identifying ways to celebrate success

PARTICIPANT PROFILE

Senior and middle level executives of private sector, public sector and government departments and HR professionals and trainers.

Organisational sponsorship is essential

PEDAGOGY

The programme will be delivered through lectures, case studies and practices.

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 - 25/1/58)** 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 J Swarnalatha

Email: swarnalathaa.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

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

Coaching and Mentoring for Enhancing Productivity

(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