

Programme on

# Leadership, Mindfulness and Management Excellence

(August 19 - 23, 2024)



## PROGRAMME OVERVIEW

The Leadership, Mindfulness, and Management Excellence is a comprehensive and transformative training programme that integrates cutting-edge mindfulness practices into leadership and management principles. It is meticulously designed to enhance overall team performance, drive organizational excellence, and cultivate a culture of mindfulness and innovation. Participants will embark on a journey of self-discovery and skill development, exploring how mindfulness can profoundly impact leadership effectiveness, decision-making processes, and team collaboration dynamics. By immersing themselves in mindfulness practices, participants will not only enhance their personal well-being and resilience but also elevate their leadership capabilities to new heights. This programme goes beyond traditional leadership training by emphasizing the importance of mindfulness in fostering a more inclusive, empathetic, and forward-thinking organizational culture. Participants will learn to leverage mindfulness to navigate complex challenges with clarity and composure, leading to improved decision-making and innovative problem-solving approaches. Through interactive workshops, engaging discussions, and practical exercises, participants will develop a deep understanding of mindfulness and its application in leadership and management contexts. They will learn how to create environments that encourage open communication, trust, and collaboration, leading to enhanced team performance and job satisfaction. This programme is designed to empower leaders to inspire and motivate their teams, driving a culture of excellence and continuous improvement.

## OBJECTIVES

- ▶ Understand the concept of mindfulness and its application in leadership.
- ▶ Develop mindfulness practices to enhance focus and decision-making.
- ▶ Cultivate emotional intelligence and empathy in leadership.
- ▶ Foster a culture of innovation and creativity through mindfulness.
- ▶ Enhance resilience and adaptability in leaders and teams.
- ▶ Improve employee well-being and job satisfaction through mindful leadership practices.

## IMPACT

- ▶ Improved leadership effectiveness and decision-making.
- ▶ Enhanced team performance and collaboration.
- ▶ Increased resilience and adaptability in leaders and teams.
- ▶ Greater innovation and creativity within the organization.
- ▶ Improved employee well-being and job satisfaction.
- ▶ Development of a more inclusive and empathetic leadership style.

## PARTICIPANT PROFILE

Senior and Middle-level Executives responsible for any functional area, including line functionaries. This programme 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 5 days starting from **August 19 - 23, 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 August 16, 2024.**

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/64)** e-mail: 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 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 **August 05, 2024**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**August 12, 2024**. Any withdrawals after this date will entail forfeiture of the fee paid, if any.

## ASCIALUMNI 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**

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, Mindfulness and Management Excellence**

(August 19 - 23, 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
<b>Note : Coverage should be available in Hyderabad, India</b>		

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