Programme on

Boot Camp for Line Managers

(September 23-27, 2024)

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

PROGRAMME OVERVIEW

Trust is the foundation of all successful professional relationships. Once we have built trust, we are able to build even stronger relationships by collaborating with our colleagues. By focusing on the "Be Collaborative" behavior, we will establish professional rapport while building productive work relationships.

In any industry, our managers and customers have high expectations of us, and most of our organisations require that we do more, better, faster, with less. The best way to meet those challenges is through creating strong teams, supportive relationships, and a cooperative work environment. Beginning with establishing trust and rapport, we can develop relationships that will enable us to meet our career goals.

By recognising our dominant style and developing the ability to identify traits in others, we can change our behaviors to interact with a wide variety of personalities and tendencies.

You need to identify your own strengths and weaknesses in order to take control of your actions and feelings. Then you can focus on understanding others and use effective approaches to build collaboration.

If you have ever needed to persuade others through a presentation, you know there are a host of challenges to doing so effectively. By putting yourself in the listener's situation, a presenter can more easily see the audience's point of view and appeal to their interests. It is also critical that you have a message that is clear, concise and easy to understand.

A presentation is one of the most important tools a professional has for getting things done and influencing others. Whether you are persuading colleagues, selling to a client, energizing a team, or recommending an idea to senior leaders, an effective presentation can be the difference between your success and failure.

You will learn a proven structure for organising a persuasive presentation, identify ways to use audience-appropriate evidence, and learn other best practice tips for presenting to persuade.

This interactive programme will help you focus on the visual, vocal, and verbal components of presentation delivery so that your message has the intended impact on your audience.

CONTENT

- ◆ Cultivate a trust-based work environment using proven principles.
- ◆ Minimize trustbusters and restore broken trust.
- ◆ Appreciate how trust is cornerstone to employee engagement and retention.
- ◆ Identify your own personality style and how you react under pressure.
- ◆ Modify your behaviors to be able to connect with people of different styles.
- ◆ Influence attitudes and behaviors of others.
- ◆ Identify and use the steps in a proven structure for persuasion.
- ◆ Apply the power of evidence and other presentation best practices.
- ◆ Compel listeners to action by clarifying the benefits for them.
- ◆ Use the planning worksheet to create a persuasive presentation.
- ◆ Follow eight tips to build rapport and persuade.
- ◆ Recognize how structure, content and delivery together create impact.
- ◆ Examine the importance of verbal and nonverbal cues to your message.
- ◆ Use the correct opening and closing to match your message.
- ◆ Leverage seven tips for delivering a message with greater impact.
- ◆ Examine a variety of methods and tools to strengthen your message.
- ◆ Apply principles for building trust and rapport in relationships
- ◆ Identify opportunities to improve relationships and build collaboration between teams
- ◆ Collaborate with others to create synergy

PARTICIPANT PROFILE

Middle level executives and managers of private sector, public sector and Government Departments and HR professionals and trainers.

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 **September 23-27, 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 credited into our Bank account before **September 20, 2024**.

> **Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/71)** 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 **September 09, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 16, 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.

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Leadership through Learning

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

Nomination Form
Programme on
Boot Camp for Line Managers

(September 23-27, 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