

Programme on  
**HRM for Line Managers**

(October 21-25, 2024)



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

## PROGRAMME OVERVIEW

Human Resource Management function, per se, is largely performed by line functionaries, as they interface with the people on continuous basis to accomplish the task and make the organisation effective. The competition in the business environment has intensified the need for innovation in Human Resource Management to enhance HR's contribution to organizational performance. There has been growing realization among enterprises that the alignment of Human Resource Management is a prerequisite to complete internal alignment processes and make the organisation to effectively respond to the ever-changing business environment. In this context, it is extremely important that the Line Managers and HR professional develop a common perspective of Human Resource Management function. Accordingly, the Programme on Human Resource Management for Line Managers is aimed at aligning Human Resource management function at the shop floor as well as at the organization level.

## OBJECTIVES

- ▶ Develop better understanding and diagnosis of the problems associated with the people management in organisations aiming at aligning Human Resource management function with Corporate Direction.
- ▶ Provide an opportunity to study various dimensions of Human Resource Management, including Human Resource Development, Performance Management, Leveraging Human Potential, Employee Relations, etc. in the light of changing Business Environment.
- ▶ Exchange information, based on the experience to reinforce the learning process on practices and strategies in managing Human Resources.

## CONTENT

The programme content is given as under

### Module 1: Introduction to Human Resource Management

**Objective:** Understand the role and importance of HRM in organizations.

**Topics Covered:**

- ▶ Overview of HRM functions.
- ▶ The role of line managers in HRM.
- ▶ Aligning HRM with organizational goals.

### Module 2: Recruitment and Selection

**Objective:** Equip managers with skills to effectively recruit and select candidates.

**Topics Covered:**

- ▶ Job analysis and job descriptions.
- ▶ Sourcing and attracting candidates.

- ▶ Interview techniques and selection methods.

### Module 3: Onboarding and Orientation

**Objective:** Learn how to onboard and integrate new employees successfully.

**Topics Covered:**

- ▶ Designing an effective onboarding program.
- ▶ Orientation processes.
- ▶ Setting expectations and initial training.

### Module 4: Performance Management

**Objective:** Understand and implement effective performance management systems.

**Topics Covered:**

- ▶ Setting performance standards and goals.
- ▶ Conducting performance appraisals.
- ▶ Providing feedback and coaching.

### Module 5: Employee Development and Training

**Objective:** Foster continuous employee development and skill enhancement.

**Topics Covered:**

- ▶ Identifying training needs.
- ▶ Designing training programs.
- ▶ Encouraging continuous learning and development.

### Module 6: Compensation and Benefits

**Objective:** Understand compensation structures and benefits administration.

**Topics Covered:**

- ▶ Principles of compensation management.
- ▶ Types of employee benefits.
- ▶ Incentive and reward systems.

### Module 7: Employee Relations and Engagement

**Objective:** Manage employee relations and boost engagement.

**Topics Covered:**

- ▶ Building positive employee relations.
- ▶ Strategies for employee engagement.
- ▶ Handling workplace conflicts.

### Module 8: Legal and Ethical Considerations in HRM

**Objective:** Comply with legal and ethical standards in HR practices.

**Topics Covered:**

- ▶ Overview of employment laws and regulations.
- ▶ Ethical considerations in HRM.
- ▶ Handling disciplinary actions and grievances.

### Module 9: Diversity and Inclusion

**Objective:** Promote diversity and inclusion within teams.

**Topics Covered:**

- ▶ The value of a diverse workforce.
- ▶ Strategies for fostering inclusion.
- ▶ Overcoming biases and promoting equity.

## Module 10: Health, Safety, and Well-being

**Objective:** Ensure a safe and healthy work environment.

### Topics Covered:

- ▶ Occupational health and safety standards.
- ▶ Promoting employee well-being.
- ▶ Managing workplace stress.

## PARTICIPANT PROFILE

Senior and middle level executives connected with the responsibility of Managing Human Resources including those dealing with HRD, Performance appraisal, Manpower Planning, Employee Relations, etc.

*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 **October 21-25, 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 October 18, 2024.

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/80)** 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 **October 07, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**October 14, 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**

e-mail: 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](http://www.asci.org.in)



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

**Nomination Form**  
**Programme on**  
**HRM for Line Managers**  
**(October 21-25, 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