

Programme on

Behaviour and Work Analytics for Organisational Excellence

(November 25-29, 2024)



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

PROGRAMME OVERVIEW

Understanding employee behavior and leveraging work analytics have become significant for enhancing organisational performance, in recent times. Every organization has been witnessing a paradigm shift from managerial judgment of behavior and performance to a more rigid and rigorous data-driven approach. This makes it an utmost necessity that the managers equip themselves with the required skill sets to accomplish this task. The 'Behavior and Work Analytics for Organizational Excellence' programme is designed in such a way that it can equip managers with the tools and insights needed to analyze, interpret, and utilize behavioral and performance data to drive strategic decision-making and foster a positive workplace culture. Key topics covered include the basics of work analytics, methods for collecting and analyzing behavioral data, the impact of digital communication on workplace relationships, the use of social media and digital tools for organizational goals and several case studies to understand AI and human collaboration at the workplace. The programme will help participants to bridge the gap between data and the story behind them, and craft the picture of understanding the outcomes of those on organizations. Participants will learn to apply research methods to understand workplace dynamics, explore best practices to improve performance, and engage in hands-on projects and case studies to apply learned concepts. The programme aims to enhance participants' analytical skills, decision-making, and communication strategies, providing a competitive advantage and fostering a positive workplace culture. Organizations will benefit from increased productivity, enhanced employee engagement, strategic insights and informed decision-making, ultimately improving overall performance through evidence-based strategies aiming towards organizational excellence.

OBJECTIVES

- ▶ Equip managers with the skills to collect, analyze, and interpret behavioral data to enhance organizational performance.
- ▶ Develop effective communication strategies for digital and non-digital contexts to improve interpersonal relationships.
- ▶ Provide hands-on knowledge of subjects through applications and case studies to achieve organisational goals and manage personal and organizational branding.
- ▶ Introduce participants to research methods and best practices in organizational behavior to enhance strategic planning and problem-solving skills.

- ▶ Encourage the creation of a positive workplace culture by understanding and improving employee behavior, engagement, and satisfaction.

CONTENT

- ▶ Organisational behavior and performance: An Overview
- ▶ Data Collection Tools and Techniques
- ▶ Psychometric testing and interpretation
- ▶ Developing organizational surveys, analyzing and them interpreting results
- ▶ Excel for HR Metrics and Dashboards
- ▶ Advanced Excel Data Tools
- ▶ Applied Statistics and Machine Learning
- ▶ Data Analytics with R and Python
- ▶ Tableau for HR Analytics and Visualization
- ▶ Case Studies in AI and HR Collaboration
- ▶ Social Media and Digital Tools, and Personal Branding
- ▶ Integrative Project and Hands-On Practice
- ▶ Strategic Insights and Best Practices
- ▶ Enhancing Organizational Performance

IMPACT

- ▶ Understand the components of behavior and its relation with work and performance
- ▶ Understand self and others' behavior through psychometric testing
- ▶ Use MS Excel to automate HR metric calculations and create HR dashboards with various charts.
- ▶ Gain proficiency in Excel data tools such as sorting, filtering, data validation, and data importing.
- ▶ Learn applied statistics from scratch and progress to machine learning.
- ▶ Learn analytics simultaneously on R and Python.
- ▶ Understand the steps involved in data preparation.
- ▶ Explore HR analytics and visualization using Tableau.
- ▶ Utilize data collection tools and analyze case studies in AI and HR collaboration.

PARTICIPANT PROFILE

This programme is ideal for middle and senior managers responsible for driving team performance and strategic decision-making. Participants will

benefit from enhancing their analytical and communication skills, leveraging digital tools, and fostering a positive workplace culture. The course is suited for those looking to apply data-driven insights to improve organizational efficiency and productivity.

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 **November 25-29, 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, 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 **November 22, 2024**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/186)** 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 **November 11, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

November 18 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 Directors

Dr. Tanusree Chakraborty and Dr. Karnak Roy

Email: tanusree@asci.org.in / karnak.roy@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

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Delhi Campus

C-24, Institutional Area
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www.asci.org.in



Nomination Form
Programme on
Behaviour and Work Analytics for
Organisational Excellence

(November 25-29, 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