



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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Dr. Harsh Sharma
Programme Director

August 30, 2024

Programme on

Negotiations and Managing Conflicts (Sales, Trade Union and Vendor)

(December 09-13, 2024)

Dear Sir / Madam,

We are pleased to present an exciting opportunity for you and your organization to enhance your negotiation skills and conflict management strategies. The Administrative Staff College of India (ASCI) is offering a comprehensive five-day training programme on "**Negotiations and Managing Conflicts (Sales, Trade Union and Vendor)**" from **December 09-13, 2024**.

This programme is meticulously designed for middle and senior-level officials from government, public sector, and private-sector organizations who are involved in sales, procurement, human resources, and vendor management roles. With over 25 years of experience in conducting successful training programmes in negotiations and conflict management, ASCI brings a wealth of knowledge and practical insights to this course.

Key highlights of the programme include:

1. Expert faculty comprising seasoned practitioners and academics
2. Focus on practical relevance and application
3. Interactive sessions, case studies, and simulations
4. Networking opportunities with peers from diverse backgrounds
5. Comprehensive coverage of negotiation principles and conflict resolution techniques

Participants will gain invaluable skills in analyzing complex situations, communicating effectively, and reaching mutually beneficial agreements in various organizational contexts. This programme will empower you to confidently handle challenging negotiations, proactively mitigate conflicts, and foster positive relationships with stakeholders.

Enclosed, please find the detailed programme brochure with information on the course content, fees, and registration process. We encourage you to take advantage of this opportunity to invest in your professional development and enhance your organization's negotiation capabilities.

For any queries or to register, please contact our Programmes Officer, **Mr. G. Sreenivasa Reddy**, at poffice@asci.org.in or call **+91-40-66534247**. You may also contact programme director **Dr Harsh Sharma** at harsh.sharma@asci.org.in. (**+91 8886509295**)

We look forward to welcoming you to this transformative learning experience at ASCI.

Yours sincerely,

Harsh Sharma

Encl: Programme Brochure and Nomination form

Programme on
Negotiations and Managing Conflicts
(Sales, Trade Union and Vendor)

(December 09-13, 2024)



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

PROGRAMME OVERVIEW

The Administrative Staff College of India (ASCI), Hyderabad, presents a five-day training programme for middle and senior-level government, public sector, and private-sector officials focusing on Negotiations and Managing Conflicts in Sales, Trade Union, and Vendor Situations. This programme is designed to equip participants with the essential skills and strategies needed to navigate complex negotiations and effectively manage conflicts in various organisational contexts.

The programme caters to a diverse audience with varied experiences and backgrounds, fostering peer learning and networking opportunities.

ASCI, a premier institution, has a proven track record of conducting successful training programmes in negotiations and conflict management for over 25 years. With a focus on practical relevance and application and drawing from extensive research, ASCI has collaborated with numerous large public and private organisations, including government departments, multinational corporations, and industry associations. ASCI's faculty comprises seasoned practitioners and academics with extensive experience in negotiation theory and conflict resolution, ensuring high-quality learning experiences for participants.

IMPACT

Participants will gain a deep understanding of negotiation principles and conflict resolution techniques specific to sales, trade union, and vendor-related scenarios. They will enhance their ability to analyse situations, communicate effectively, and reach mutually beneficial agreements through interactive sessions, case studies, and simulations. The programme will empower participants to confidently handle challenging negotiations, mitigate conflicts proactively, and foster positive relationships with stakeholders.

PARTICIPANT PROFILE

This programme is targeted towards middle and senior-level officials from government, public sector, and private-sector organisations involved in sales, procurement, human resources, and vendor management roles. Participants may include:

- ▶ Senior Executives who are responsible for strategic decision-making.
- ▶ Sales and Marketing Executives who are responsible for negotiating contracts, pricing, and terms with clients and customers.
- ▶ HR Managers and Employee Relations Specialists who deal with trade unions and labour disputes.
- ▶ Procurement Managers and Supply Chain Professionals who engage in negotiations with vendors and suppliers.

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 **December 09-13, 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 **December 06, 2024**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/121)** 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 25, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

December 02, 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

Dr Harsh Sharma

Email: harsh.sharma@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



Nomination Form

Programme on

Negotiations and Managing Conflicts (Sales, Trade Union and Vendor)

(December 09-13, 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