

Programme on  
**People Management through  
Emotional Intelligence**  
(January 13-17, 2025)



## PROGRAMME OVERVIEW

The programme People Management through Emotional Intelligence focuses on leveraging emotional intelligence to effectively manage people and teams. Participants will learn how to recognize and regulate emotions, empathize with others, and build stronger interpersonal relationships, leading to a more positive and productive work environment. This programme offers a comprehensive approach to leveraging emotional intelligence for effective people and team management. Through interactive sessions and practical exercises, participants will learn how to apply emotional intelligence principles in real-world scenarios, leading to a more positive and productive work environment. Participants will benefit by developing key emotional intelligence skills that are crucial for effective leadership and team management. They will also learn strategies to enhance team dynamics, improve conflict resolution, and foster a more inclusive work culture. For organizations, the programme offers the potential for improved employee engagement, stronger team collaboration, and enhanced organizational performance. Overall, this programme equips participants with the tools and knowledge needed to manage people and teams with emotional intelligence, leading to a more harmonious and successful workplace.

## OBJECTIVES

- ▶ Understand the principles of emotional intelligence and its importance in people management.
- ▶ Develop self-awareness and self-regulation skills.
- ▶ Enhance empathy and interpersonal communication skills.
- ▶ Improve conflict resolution and negotiation skills.
- ▶ Cultivate a positive and inclusive work environment through emotional intelligence.
- ▶ Foster emotional resilience and well-being in leaders and teams.

## IMPACT

- ▶ Improved interpersonal relationships and team dynamics.
- ▶ Enhanced conflict resolution and communication skills.
- ▶ Increased empathy and understanding within teams.
- ▶ Greater emotional resilience and well-being.
- ▶ Improved decision-making and leadership effectiveness.
- ▶ Development of a more cohesive and engaged workforce.

## PARTICIPANT PROFILE

Senior and middle-level executives across various functional areas, including but not limited to Human Resource Management, Marketing, Finance, Operations, and Strategy, are ideal participants for this course. Professionals and leaders at all career stages, from entry-level to experienced managers, who are seeking to enhance their skills and knowledge in this subject are welcome.

***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 from **January 13-17, 2025**. 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 made into our Bank account before **January 10, 2025**.

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/137)** e-mail: to **pooffice@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. The last date for receiving the nomination form is **December 30, 2024**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

## LAST DATE FOR WITHDRAWAL

**January 06, 2025**. 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 Tanusree Chakraborty**

Email: [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

[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**

**People Management through Emotional Intelligence**

**(January 13-17, 2025)**

**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**

<b>Name of the Insurance Agency</b>	<b>Policy Number</b>	<b>Validity upto</b>
<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