



asci
Leadership through Learning

Programme on
Leadership Skills Development
(December 09-13, 2024)



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

INTRODUCTION

Effective leadership is crucial for the success and sustainability of any organization. This Leadership Skills Development Training Programme is designed to equip participants with the core skills needed to lead teams, manage change, drive innovation, and build a positive organizational culture. The programme covers essential leadership traits, modern leadership approaches, and practical tools to enhance leadership effectiveness in dynamic environments.

OBJECTIVES

By the end of this training, participants will:

- ▶ Understand key leadership principles and styles.
- ▶ Develop self-awareness and emotional intelligence (EQ) for better leadership decision-making.
- ▶ Enhance communication and interpersonal skills to lead teams effectively.
- ▶ Learn how to inspire, motivate, and influence teams for optimal performance.
- ▶ Master conflict resolution, delegation, and time management as leadership tools.
- ▶ Build a leadership action plan to implement in their work environment.

TARGET AUDIENCE

The training is designed for:

- ▶ Aspiring Leaders and New Managers: Individuals transitioning into leadership roles.
- ▶ Mid-Level Managers: Looking to enhance their leadership skills and manage teams more effectively.
- ▶ Senior Leaders and Executives: Focused on refining their leadership style and addressing modern organizational challenges.
- ▶ Project Managers: Leading cross-functional teams and requiring leadership skills to drive project success.

PROGRAMME STRUCTURE

This is a five-day programme designed to provide participants with comprehensive leadership skills through interactive sessions, case studies, role-playing, and practical applications.

Session 1: Understanding Leadership Principles

- ▶ What is Leadership? Defining leadership and understanding its importance.
- ▶ Leadership vs. Management: The key differences and how to balance both roles effectively.
- ▶ Core Leadership Traits: Trustworthiness, integrity, accountability, and empathy.
- ▶ Leadership Styles: Overview of key leadership styles (transformational, transactional, servant leadership, etc.).

Activity: Participants complete a self-assessment to identify their natural leadership style and areas for improvement.

Session 2: Developing Self-Awareness and Emotional Intelligence

- ▶ Self-Awareness in Leadership: How understanding your own strengths, weaknesses, and biases can enhance leadership effectiveness.

- ▶ Emotional Intelligence (EQ): The importance of emotional awareness, self-regulation, motivation, empathy, and social skills in leadership.
- ▶ Empathy and Perspective Taking: Techniques to enhance empathy and relate better to team members.

Activity: Participants engage in role-playing exercises that focus on improving emotional intelligence and handling emotionally charged situations.

Session 3: Building Effective Communication Skills

- ▶ Communication Styles in Leadership: How to communicate clearly, concisely, and effectively with teams.
- ▶ Active Listening: Techniques for truly understanding team members' concerns and ideas.
- ▶ Providing Constructive Feedback: How to give feedback that motivates and encourages improvement rather than discouraging employees.
- ▶ Body Language and Nonverbal Cues: The importance of nonverbal communication in leadership interactions.

Activity: Participants practice giving and receiving feedback through role-playing exercises, focusing on using positive language and active listening.

Session 4: Visionary Leadership and Goal Setting

- ▶ Crafting a Leadership Vision: How to articulate a clear and inspiring vision for the team or organization.
- ▶ Setting SMART Goals: How to set Specific, Measurable, Achievable, Relevant, and Time-bound goals that align with the organization's mission.
- ▶ Aligning Team Goals with Organizational Objectives: Ensuring that individual and team efforts contribute to broader organizational success.

Activity: Participants work on crafting a leadership vision for their team, setting clear goals and objectives for implementation.

Session 5: Motivating and Inspiring Teams

- ▶ Intrinsic vs. Extrinsic Motivation: Understanding what drives individuals and how to harness it for team success.
- ▶ Fostering a Positive Work Environment: Techniques to build morale, create a sense of belonging, and encourage creativity.
- ▶ Delegation and Empowerment: How to effectively delegate tasks to team members and empower them to take ownership.

Case Study: Analysis of real-world examples of leaders who successfully motivated teams to achieve remarkable results.

Session 6: Conflict Management and Resolution

- ▶ Understanding Conflict in Teams: Common causes of conflict and how they can escalate if not addressed.
- ▶ Conflict Resolution Techniques: Mediation, negotiation, and collaborative problem-solving approaches.
- ▶ Fostering a Collaborative Team Culture: How to encourage open dialogue and prevent conflict through positive communication and transparency.

Activity: Participants engage in role-playing exercises where they practice resolving conflicts between team members using different conflict resolution techniques.

Session 7: Time Management and Prioritization

- ▶ Effective Time Management for Leaders: How to balance multiple responsibilities while leading a team.
- ▶ Prioritization Techniques: Methods such as the Eisenhower Matrix and time-blocking to focus on high-impact tasks.
- ▶ Avoiding Burnout: How to recognize and manage stress and avoid burnout in yourself and your team.

Activity: Participants create a time management plan for their leadership role, identifying key priorities and strategies for better time utilization.

Session 8: Leading Change and Driving Innovation

- ▶ The Role of Leaders in Change Management: How to lead teams through change while maintaining stability and performance.
- ▶ Managing Resistance to Change: Identifying common reasons for resistance and how to address them with empathy and transparency.
- ▶ Leading Innovation: Encouraging a culture of creativity and risk-taking in teams for innovation.

Case Study: Participants analyze how a successful leader navigated a significant organizational change, highlighting key takeaways for their own leadership approach.

LEARNING OUTCOMES

By the end of the training, participants will:

- ▶ Understand their leadership style and how to adapt it for different situations.
- ▶ Develop enhanced emotional intelligence for better decision-making and relationship management.
- ▶ Communicate more effectively, providing constructive feedback and active listening to improve team performance.
- ▶ Motivate and inspire teams to achieve organizational objectives.
- ▶ Manage conflicts and resolve issues within teams proactively and diplomatically.
- ▶ Lead change initiatives successfully while minimizing disruption and resistance.
- ▶ Use time management and delegation strategies to increase productivity and leadership effectiveness.

TRAINING METHODOLOGY

- ▶ Interactive Lectures: Introducing key leadership concepts and theories.
- ▶ Self-Assessments: Participants engage in assessments to identify their leadership styles, emotional intelligence, and communication skills.
- ▶ Role-Playing Exercises: Practicing real-world leadership challenges such as conflict resolution, communication, and feedback.
- ▶ Group Discussions and Workshops: Collaborating with peers to share insights and develop leadership strategies.
- ▶ Case Studies: Analyzing examples of successful leadership practices and learning from their outcomes.

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 - 25/1/115)** 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

Prof. J Swarnalatha

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Administrative Staff College of India

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Delhi Campus

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New Delhi-110 016.

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www.asci.org.in



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

Nomination Form
Programme on
Leadership Skills Development
(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