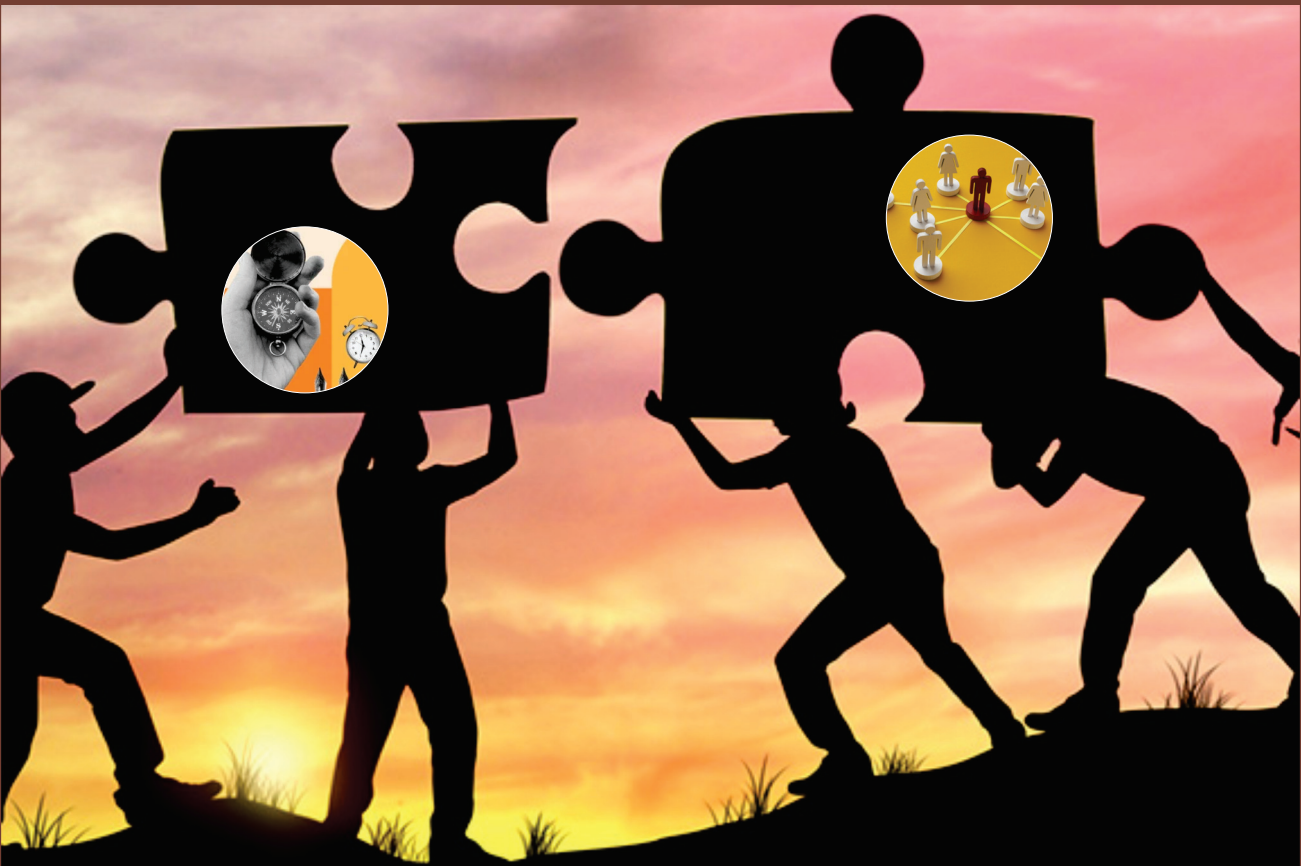


Programme on
**Performance Prodigy through
Personal Empowerment**

(January 27-31, 2025)



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

PROGRAMME OVERVIEW

In today's fast-paced and competitive business environment, pursuing performance excellence is crucial for managers and leaders. Continuous improvement and innovation are key drivers of success, and staying ahead requires a commitment to ongoing personal development. Continuous personal development ensures managers and leaders have the latest tools, strategies, and insights to navigate challenges, inspire their teams, and drive organizational success. By investing in their own growth and development, managers and leaders enhance their own performance and create a culture of excellence within their teams and organizations. Performance Prodigy through Personal Empowerment is a transformative programme that empowers individuals to achieve peak performance and personal excellence. Participants embark on a journey of self-discovery and growth, exploring key areas of personal development to unlock their full potential. Through interactive sessions, experiential learning activities, and expert-led discussions, participants learn essential skills and strategies for professional and personal success, including goal setting, time management, mindset mastery, emotional intelligence, and effective communication. Practical exercises and simulations allow participants to apply their knowledge in real-world scenarios. Ultimately, participants gain self-awareness, a clear vision for their future, and the tools to achieve their goals confidently. Companies benefit from improved employee performance, enhanced team dynamics, increased engagement, a strengthened leadership pipeline, and a positive organizational culture. Participants benefit from personal growth, improved performance, enhanced confidence, career advancement opportunities, and greater fulfillment.

IMPACT

- ◆ The programme fosters a culture of continuous improvement and innovation among managers and leaders, enhancing their ability to navigate challenges and inspire their teams.
- ◆ Participants develop essential skills such as goal setting, time management, emotional intelligence, and effective communication, contributing to their professional and personal success.
- ◆ By investing in their growth and development, managers and leaders create a culture of excellence within their teams and organizations, leading to improved employee performance and engagement.
- ◆ The programme empowers individuals to unlock their full potential, leading to personal growth, improved performance, and greater career advancement opportunities.

- ◆ Companies benefit from a strengthened leadership pipeline, as participants gain the skills and mindset necessary for leadership roles.
- ◆ Participants gain self-awareness and a clear vision for their future, enabling them to confidently pursue their goals.
- ◆ Overall, the programme positively impacts organizational culture, team dynamics, and employee engagement, contributing to long-term success and sustainability.

OBJECTIVES

- ◆ Develop participants' self-awareness and understanding of their strengths, weaknesses, and areas for improvement.
- ◆ Equip participants with essential skills such as goal setting, time management, and effective communication to enhance their personal and professional effectiveness.
- ◆ Foster a growth mindset among participants, encouraging them to embrace challenges, learn from setbacks, and continuously improve.
- ◆ Provide participants with strategies and tools to enhance their emotional intelligence, enabling them to navigate complex interpersonal dynamics and build strong relationships.
- ◆ Empower participants to create a clear vision for their future and develop actionable plans to achieve their goals.
- ◆ Facilitate experiential learning opportunities for participants to apply their new skills and knowledge in real-world scenarios.
- ◆ Support participants in building a network of peers and mentors to enhance their support system and facilitate ongoing learning and development.

PARTICIPANT PROFILE

Managers from various specialisations and functional areas will greatly benefit from the "Performance Prodigy through Personal Empowerment" programme. Whether you are a professional at the start of your career or an experienced manager, this programme is designed to enhance your performance through personal empowerment, providing you with the tools and knowledge to excel in your role.

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 **January 27-31, 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, 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 **January 24, 2025**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/187)** 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, Raj Bhavan 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 **January 13, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 20, 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

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



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

Nomination Form
Programme on

Performance Prodigy through Personal Empowerment
(January 27-31, 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

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