Programme on

Personality Development
for Executives

(February 17-19, 2025)

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

INTRODUCTION

Personality development plays a key role in enhancing executive presence, communication, decision-making, and leadership abilities. This Personality Development for Executives training programme is designed to help senior leaders and executives refine their personal and professional attributes to become more effective in their roles. It focuses on boosting self-awareness, improving interpersonal skills, and building a strong, positive personal brand that can influence others and lead to organizational success.

OBJECTIVES

By the end of the training, participants will:

▶ Understand the core components of personality and how they influence leadership and executive effectiveness.

▶ Build self-awareness and emotional intelligence for better decision-making and leadership.

▶ Improve interpersonal communication and presentation skills to influence and inspire others.

▶ Develop confidence and executive presence that commands respect and attention.

▶ Learn how to manage stress and maintain a positive, balanced mindset in high-pressure environments.

▶ Build a personal brand that aligns with their professional goals and organizational values.

TARGET AUDIENCE

This programme is designed for:

▶ **Senior Leaders and Executives:** Looking to enhance their personal and professional presence.

▶ **Middle Managers:** Aspiring to take on higher leadership roles and develop stronger interpersonal skills.

▶ **HR Leaders and Talent Development Professionals:** Responsible for nurturing executive leadership.

▶ **Entrepreneurs and Business Owners:** Seeking to refine their leadership style and personality for business growth.

PROGRAMME STRUCTURE

This three-day training programme consists of interactive lectures, practical exercises, self-assessments, and group discussions to help participants reflect on and enhance their personality traits for leadership and executive success.

Session 1: Introduction to Personality Development

▶ **What is Personality Development?** Understanding the key elements of personality in the workplace.

▶ **The Importance of Personality in Executive Roles:** How personality influences leadership effectiveness, decision-making, and team dynamics.

▶ **Personality Types and Traits:** Overview of personality models such as Myers-Briggs, DISC, or Big Five personality traits, and how they relate to leadership.

Activity: Participants take a personality assessment (e.g., MBTI, DISC) to better understand their personal leadership style.

Session 2: Building Self-Awareness and Emotional Intelligence

▶ **The Role of Self-Awareness in Leadership:** Understanding your strengths, weaknesses, and behavioral tendencies.

▶ **Emotional Intelligence (EQ) for Executives:** How emotional intelligence enhances leadership, communication, and relationship management.

▶ **Managing Emotional Responses:** Techniques to regulate emotions and respond constructively in stressful situations.

Activity: Role-playing exercises where participants practice recognizing and managing emotional responses in challenging executive scenarios.

Session 3: Executive Presence and Confidence Building

▶ **What is Executive Presence?** Exploring the components of executive presence: gravitas, communication, and appearance.

▶ **Building Confidence as an Executive:** Practical techniques for overcoming self-doubt and projecting confidence.

▶ **Body Language and Nonverbal Communication:** Using posture, gestures, and facial expressions to convey authority and confidence.

Activity: Participants engage in mock presentations where they practice using body language and nonverbal cues to project confidence and authority.

Session 4: Personal Branding and Professional Image

▶ **Creating a Strong Personal Brand:** Aligning personal values, strengths, and professional goals to build a powerful personal brand.

▶ **Developing a Consistent Image:** How to ensure your appearance, behavior, and communication are aligned with your brand.

▶ **Building Credibility and Trust:** Strategies for enhancing your reputation and influencing stakeholders.

Activity: Participants develop and present their personal branding statement, focusing on how they want to be perceived as leaders.

Session 5: Enhancing Communication Skills

▶ **The Art of Executive Communication:** How to communicate clearly, confidently, and persuasively.

▶ **Active Listening for Leaders:** Techniques to listen attentively and empathetically to build stronger relationships.

▶ **Handling Difficult Conversations:** How to navigate challenging conversations with tact and professionalism.

Activity: Participants engage in real-life scenarios where they practice active listening and delivering feedback in difficult situations.

Session 6: Presentation Skills for Executives

▶ **Crafting Powerful Presentations:** How to create impactful presentations that convey key messages effectively.

- **Public Speaking Techniques:** Overcoming stage fright and developing a commanding speaking style.
- **Using Visuals and Storytelling:** Incorporating storytelling techniques and visual aids to make presentations more engaging.

Activity: Participants prepare and deliver a short presentation, receiving feedback on content delivery, style, and audience engagement.

Session 7: Managing Stress and Building Resilience

- **Stress Management for Executives:** Identifying the key stressors in leadership roles and strategies to manage them.
- **Building Resilience:** Techniques to maintain a positive mindset and adapt to adversity.
- **Work-Life Balance:** How to achieve a healthy balance between professional demands and personal well-being.

Activity: Participants create a personalized stress management and resilience-building plan to incorporate into their daily executive routine.

Session 8: Developing Interpersonal Effectiveness

- **Building Strong Relationships:** How to create meaningful and productive relationships with peers, subordinates, and stakeholders.
- **Conflict Resolution Strategies:** Techniques for managing and resolving conflicts in the workplace.
- **Influencing and Persuading Others:** Using interpersonal skills to inspire, motivate, and influence others.

Activity: Participants engage in conflict resolution simulations, applying techniques to resolve issues amicably and professionally.

LEARNING OUTCOMES

By the end of the program, participants will:

- Gain self-awareness about their personality traits and how they influence their leadership style.
- Develop emotional intelligence to manage themselves and others more effectively.
- Build executive presence and confidence that commands attention and respect.
- Improve communication and presentation skills to influence, inspire, and engage others.
- Learn stress management techniques and strategies to maintain balance and resilience.
- Strengthen interpersonal relationships and conflict resolution skills for a positive work environment.

TRAINING METHODOLOGY

Interactive Lectures and Discussions: Facilitated learning with real-life examples and case studies.

- **Personality Assessments:** Tools to help participants gain self-awareness and improve leadership effectiveness.
- **Role-Playing Exercises:** Practical scenarios to help participants apply learning in real-world situations.

- **Group Discussions:** Interactive sessions to encourage reflection, idea sharing, and collaborative problem-solving.
- **Self-Development Plans:** Each participant will create a personalized action plan to continue their growth after the program.

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 3 days starting from **February 17-19, 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. 43,700/- (US $ 683 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.37,700/- 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 **February 14, 2025.**

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/138)** 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 **February 03, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

February 10, 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

Prof. J Swarnalatha
e-mail: swarnalathaa.j@asci.org.in

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

Personality Development for Executives

(February 17-19, 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