

Programme on
**Individual Excellence for
Organisational Effectiveness**

(March 24-28, 2025)



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

PROGRAMME OVERVIEW

Organisational effectiveness depends largely on how well individual excellence resonate with the organisational vision, mission and objectives. If the individuals, as leaders, fit as jewels in organisations, peak performance starts emerging. Journey towards excellence starts when the individual brilliance of leaders is synchronized with the effective teamwork in an organisation. In a nutshell, the aim of the programme is to help the participants discover strengths in them for further amplification and identify some areas for their self development, which in turn should contribute to organisational outcome.

OBJECTIVES

1. Develop self-awareness and personal effectiveness to enhance productivity.
2. Strengthen time and stress management skills for better performance.
3. Cultivate emotional intelligence for improved interpersonal relationships.
4. Enhance problem-solving and decision-making skills.
5. Align personal goals with organizational objectives to drive collective success.

CONTENT OUTLINE

Module 1: Self-Awareness and Personal Effectiveness

- ◆ **Topics:**
 - ▶ Understanding personal strengths, weaknesses, and values
 - ▶ Setting SMART personal and professional goals
 - ▶ Techniques for self-motivation and accountability
- ◆ **Activities:**
 - ▶ Self-assessment exercises: SWOT analysis and personality profiling
 - ▶ Goal-setting workshop
- ◆ **Outcome:** Increased self-awareness and clarity in personal and professional priorities.

Module 2: Time Management and Prioritization

- ◆ **Topics:**
 - ▶ Principles of time management: Urgent vs. important tasks
 - ▶ Tools and techniques for effective prioritization
 - ▶ Overcoming procrastination and managing distractions
- ◆ **Activities:**
 - ▶ Time-blocking exercise
 - ▶ Group discussion on overcoming workplace time challenges
- ◆ **Outcome:** Improved ability to manage time effectively and boost productivity.

Module 3: Emotional Intelligence for Workplace Success

- ◆ **Topics:**
 - ▶ Key components of emotional intelligence: Self-awareness, self-regulation, empathy, and social skills

- ▶ Building positive relationships and managing workplace dynamics
- ▶ Techniques for emotional resilience and stress management
- ◆ **Activities:**
 - ▶ Role-play scenarios to practice empathy and active listening
 - ▶ Mindfulness exercises for emotional regulation
- ◆ **Outcome:** Enhanced interpersonal effectiveness and resilience.

Module 4: Communication Skills for Impact

- ◆ **Topics:**
 - ▶ Principles of effective communication: Clarity, conciseness, and coherence
 - ▶ Non-verbal communication and active listening
 - ▶ Handling difficult conversations and giving constructive feedback
- ◆ **Activities:**
 - ▶ Group exercises on delivering impactful messages
 - ▶ Role-play exercises for managing challenging conversations
- ◆ **Outcome:** Stronger communication skills to influence and inspire others.

Module 5: Problem-Solving and Decision-Making

- ◆ **Topics:**
 - ▶ Structured approaches to problem-solving (e.g., PDCA, root cause analysis)
 - ▶ Creative and critical thinking techniques
 - ▶ Making sound decisions under pressure
- ◆ **Activities:**
 - ▶ Group problem-solving exercises using case studies
 - ▶ Individual decision-making scenarios and analysis
- ◆ **Outcome:** Greater confidence in tackling challenges and making effective decisions.

Module 6: Aligning Individual Excellence with Organizational Goals

- ◆ **Topics:**
 - ▶ Understanding organizational vision and values
 - ▶ Linking individual performance to team and organizational success
 - ▶ Strategies for building a collaborative and results-driven work environment
- ◆ **Activities:**
 - ▶ Group brainstorming: Translating organizational goals into actionable individual objectives
 - ▶ Reflection exercise: Personal action plan to align efforts with organizational goals
- ◆ **Outcome:** Clear understanding of how individual efforts contribute to organizational effectiveness.

METHODOLOGY

- ▶ **Interactive Workshops:** Engage participants through discussions, group exercises, and real-life scenarios.
- ▶ **Self-Reflection Exercises:** Encourage introspection to identify areas for improvement.
- ▶ **Role-Plays and Simulations:** Practice skills in a controlled and supportive environment.
- ▶ **Goal-Setting Frameworks:** Provide tools to create actionable personal development plans.

PARTICIPANT PROFILE

The programme is designed to be inclusive and adaptable to the needs of participants from diverse backgrounds and roles. It recognizes that individual excellence contributes significantly to overall organizational effectiveness, irrespective of the specific job function or industry.

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 **March 24-28, 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 **March 21, 2025**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/165)** 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. Last date for receiving nominations is **March 10, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

March 17, 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

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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

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

Nomination Form

Programme on

Individual Excellence for Organisational Effectiveness

(March 24-28, 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 :	_____
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