

Programme on  
**Decision Making for Effective Leadership**

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(March 26 - 30, 2012)



## BACKDROP

All it takes is one decision to alter the entire state of business. Considering the magnitude of this observation, it becomes extremely important for leaders to become smart decision makers. This higher-order cognitive ability is one of the chief ingredients of effective leadership. In this competition-infected era, the difference between a good decision and a bad one can cost a company dearly. It could even mean the end of a company's supremacy. This is reason enough to take decision-making seriously.

Decision making requires analytical thinking and thorough understanding of the issue on hand. There are several techniques that foster effective decision making. This programme familiarizes the participants with the various techniques of decision making. It will also provide them with a platform to practice the skills learnt.

## OBJECTIVES

The objectives of the programme are to:

- Provide an overview on the process of Effective Decision Making
- Enhance Decision Making Skills
- Foster Effective Leadership
- Effectively meet the challenges of changing business environment

## CONTENT

The Programme content would include the following:

- Process of Decision Making
- Decision Making Styles
- Individual vs. Group Decision Making
- Leadership for Effective Decision Making
- Problems in Decision Making
- Decision Making Techniques
- Creative Decision Making

## ANDRAGOGY

The Programme would be delivered through:

- Self-Exploratory Exercises
- Collaborative Tasks
- Practice Sessions
- Simulations
- Peer Coaching
- Interactive Sessions

## PARTICIPANT PROFILE

The programme is designed for middle and senior level managers across functions from different sectors. This programme would prove beneficial for managers who are involved in the decision making processes of a company.

**Organizational sponsorship is essential.**

## VENUE

The Programme is fully residential and the participants will be accommodated in single air-conditioned rooms. The College does not provide accommodation for the family. Transport between Airport / Railway Station and Venue will be arranged by the College.

## DURATION

The Programme duration is from **Monday, March 26, 2012 to Friday, March 30, 2012**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

RS. 42,500/- (US \$1430 if foreign) plus Service Tax @10.30% per participant will be charged to cover tuition, board and lodging, courseware and other facilities of the College including Internet usage. Local participants not availing hostel accommodation will be given a discount of RS.1,000/- per day for the duration of the programme.

A concession of ten per cent is given to the second nominee and onwards. A ten per cent concession is also given to a woman participant, In either case, the maximum allowable concession is 10%.

## MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

## LAST DATE FOR NOMINATION

The nomination form duly filled in along with the Demand Draft made out in favour of "**Administrative Staff College of India**" payable at Hyderabad should reach the **Programmes Officer** by **March 12, 2012**.

## LAST DATE FOR WITHDRAWAL

**March 19, 2012**. Any withdrawals after this date will entail forfeiture of fee paid.

## ASCI ALUMNI ASSOCIATION

Participants of College Programmes will automatically become members of ASCI Alumni Association.

## CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme.

Programme Director

**Dr K. Viswanatham**  
Email : [viswanath@asci.org.in](mailto:viswanath@asci.org.in)

# ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2011-12

## **GENERAL MANAGEMENT**

GMP for Senior Executives – Session 118	9-Jan-2012	3-Feb-2012
MDP for Women Executives	9-Jan-2012	13-Jan-2012

## **ECONOMICS**

Business Analysis and Forecasting Techniques	2-Feb-2012	4-Feb-2012
Financial Systems, Management and Accountability in Government	13-Feb-2012	17-Feb-2012

## **ENVIRONMENT**

Pharma & Chemical Sector - Environmental Aspects & Mitigation Planning	23-Jan-2012	25-Jan-2012
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## **FINANCE**

Managing Costs to Enhance Profitability	9-Jan-2012	11-Jan-2012
Financial Valuation	1-Feb-2012	3-Feb-2012

## **GENDER STUDIES**

Gender Budgeting and Planning	23-Jan-2012	25-Jan-2012
Enabling Gender Inclusivity & Leadership for Women Managers	8-Mar-2012	10-Mar-2012

## **HUMAN RESOURCE MANAGEMENT**

HRM for Line Managers	5-Dec-2011	9-Dec-2011
Strategic Leadership	12-Dec-2011	16-Dec-2011
Improving Work Culture	19-Dec-2011	21-Dec-2011
Leadership for Managing Change	16-Jan-2012	20-Jan-2012
Communication Skills for Managers	30-Jan-2012	3-Feb-2012
Strategic Human Resource Management	6-Feb-2012	10-Feb-2012
Executive Coaching for Leadership Development	6-Feb-2012	10-Feb-2012
Team Building and Conflict Management	20-Feb-2012	24-Feb-2012
Decision Making for Effective Leadership	5-Mar-2012	9-Mar-2012
Effective Trade Union Management	26-Mar-2012	30-Mar-2012

## **HEALTH STUDIES**

Using Data for Programme Monitoring & Evaluation	5-Mar-2012	7-Mar-2012
Managing Hospitals Effectively	6-Feb-2012	10-Feb-2012
R&R-Policies and Issues	2-Feb-2012	4-Feb-2012

## **INNOVATION & TECHNOLOGY**

Innovation Management	6-Feb-2012	10-Feb-2012
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## **INFORMATION TECHNOLOGY**

e-Procurement	5-Dec-2011	7-Dec-2011
IT Enabled Knowledge Management	22-Feb-2012	24-Feb-2012
Management of IT	12-Mar-2012	14-Mar-2012

## **OPERATIONS**

Lean Manufacturing	30-Jan-2012	1-Feb-2012
Procurement Procedures for World Bank Aided Projects	6-Feb-2012	17-Feb-2012
Project & Contract Management	5-Mar-2012	9-Mar-2012

## **RESETTLEMENT & REHABILITATION**

R&R and Environmental Policies Issues for Development Projects	22-Feb-2012	24-Feb-2012
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## **STRATEGIC MANAGEMENT**

Strategic Management	13-Feb-2012	17-Feb-2012
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## **URBAN GOVERNANCE**

Change Management for Achieving Continuous Water Supply (24/7) for all in Urban Areas	12-Dec-2011	16-Dec-2011
Towards Universal Sanitation in Urban Areas	4-Dec-2011	6-Dec-2011
ASCI-WBI MDP on Strengthening Urban Management in India	16-Jan-2012	20-Jan-2012
Public Private Partnership in Urban Infrastructure and Service Delivery	5-Mar-2012	7-Mar-2012



## **ADMINISTRATIVE STAFF COLLEGE OF INDIA**

Bella Vista, Raj Bhavan Road, Khairatabad, Hyderabad - 500 082, India.

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**Website : <http://www.asci.org.in>**



**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
BellaVista, Raj Bhavan Road, Hyderabad-500082, A.P.(India)

**Nomination Form  
Programme on  
DECISION MAKING FOR EFFECTIVE LEADERSHIP  
(March 26 - 30, 2012)**

**Nominee's Personal Information :**

Name	:	_____	Date of Birth	:	_____	
Designation	:	_____				
Organisation	:	_____				
Address	:	_____				
Phone(s)	:	(Off) : _____	(Mobile) :	_____	Home :	_____
e-mail	:	_____		Fax	:	_____
Education	:	_____				

Training Programmes Attended : \_\_\_\_\_

**Nominee's Career Profile**

Organisation	Position	Responsibility	No. of Years

**Expectations from the programme :**


**Medical Insurance :**

Name of the Insurance Agency	Policy Number	Validity upto
<b>Note:</b> Coverage should be available in Hyderabad, India.		
Amount Payable :	Mode of Payment (DD/Ch) :	
Instrument Number :	Date of Instrument :	
Name of the Bank :		

Signature of the Sponsoring Authority :

Name :

Designation :

Date :

**NOTE :** Forward nomination form to : **Mrs. P. Mahalaxmi, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad - 500 082. Phone : 0091-40-66534247, Mobile: 09246203535, Telefax: 0091-040-23324365, Fax: 0091-040-66534356. e-mail: poffice@asci.org.in



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Fax: 009 1-40 -66 53 43 56 , email: poffice@ asci .org.in, URL: http://www.asci .org.in

**Dr K N Viswanatham**  
Programme Director

December 23, 2011

Programme on  
**DECISION MAKING FOR EFFECTIVE LEADERSHIP**  
(March 26 - 30, 2012)

Dear Sir / Madam,

Making decisions might look very simple at the face value but upon deeper analysis the complexities surrounding it start appearing. One simple decision can make or break an organization, which is why it becomes absolutely necessary to consider decisionmaking seriously. Effective leadership, to a large extent, depends on the leader's capacity to make proper decisions. If a leader is able to analyze a situation, weigh alternatives, before making decisions then most of the problems in decision-making can be avoided.

This programme on 'Decision Making for Effective Leadership' is designed for middle and senior level managers/executives/administrators. It provides an insight into the process of decision-making and throws light on some of the tools and techniques of effective decision-making.

A brochure outlining the details of the programme and other related information together with a nomination form is enclosed. Facsimiles of the nomination forms may also be used for multiple nominations.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's medical coverage in the event of hospitalization.

I look forward to receiving nominations from your organization latest by **March 12, 2012**.

With best wishes,

Yours sincerely,

(KN Viswanatham)

Encl: Brochure and Nomination Form