



EFFECTIVE TRADE UNION MANAGEMENT

Towards aligning Trade Union with Changing Business Environment

26 - 30 March, 2012



ADMINISTRATIVE STAFF COLLEGE OF INDIA
BELLA VISTA :: HYDERABAD - 500 082

BACKGROUND

The Business Environment has become more dynamic. The pace at which the changes are taking place in the global Business Environment has never been experienced. The present context of the Business Environment brings enormous pressure on the Trade Unions to keep themselves aligned with the changing requirement of the Business Environment. It is imperative that the Trade Unions need to organize their resources better and utilize the executive and administrative skills of their office-bearers optimally.

Moreover, there have been, over the last few decades, a marked change in the socio-economic status of workers in the organized sector. This change has created new challenges for the leaders of most unions. Further, several segments of officers too have collectivised.

In view of these external and internal turbulences, the Administrative Staff College of India is pleased to offer an exclusive Programme for Trade Union leaders to enable them to understand the new realities and provide an environment to work out strategies for improving their effectiveness.

OBJECTIVES

The main objectives of the Programme are to :

- develop appreciation of the business environment and the role of trade unions in the corporate sector;

- facilitate exchange of experiences and provide insights into efficient management of trade union affairs; and
- help provide a platform for experience-sharing and creating a network.

CONTENTS

The Programme contents are broadly as follows :

- Business Environment and Trade Unions;
- Trade Unions and Enterprise;
- Organisation Centred Trade Unionism;
- Role of trade unions in managing organisational change;
- Role of Trade Unions in Managing Labor Redundancy;
- Managing differences;
- Analysis of financial statements and reviews;
- Legal framework and its implications;

ELIGIBILITY

A minimum of 5 years experience as an office bearer of a trade union, association or federation. Working knowledge of English is essential.

Organisational Sponsorship is essential.

METHODOLOGY

The Programme will be dealt with by an appropriate blend of lectures, discussions, exercises and panels.

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 Campus 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 percent 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%.

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**.

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 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

Ms. J. Swarnalatha

E-mail : swarnalatha.j@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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Leadership through Learning

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

Nomination Form

EFFECTIVE TRADE UNION MANAGEMENT

Towards aligning Trade Union with Changing Business Environment
(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

Note: 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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Ms. J. Swarnalatha
Programme Director

December 19, 2011

Programme on
EFFECTIVE TRADE UNION MANAGEMENT
Towards aligning Trade Union with Changing Business Environment
(March 26 - 30, 2012)

Dear Sir/Madam,

Trade unions are in the midst of dramatic changes the world over. The crisis is especially acute in India. Trade unions need to organize their resources better and utilize the executive and administrative skills of their office-bearers optimally.

The programme is exclusively for the office-bearers of trade unions, associations or federations, who have a minimum of 5 years experience in holding office of President, Secretary, Treasurer or Executive Committee Member. Working knowledge of English is essential for comprehension and self-expression during the programme.

Participants should be sponsored by their respective organizations/trade unions. The fee for the programme is Rs. 42,500/- per participant. The fee will cover tuition, board and lodging, courseware, etc. Further details of the Programme are given in the enclosed brochure. A copy of the nomination form and an illustrative list of sponsoring organizations of some previous programs are also enclosed. I look forward to receiving your nominations at the earliest.

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 hospitalisation.

Yours faithfully,

(**Ms.Swarnalatha**)

Encl : Brochure & Nomination Form, Illustrative List of sponsoring organizations

All Illustrative list of Sponsoring Organisations in our Earlier Programmes on Effective Trade Union Management

ABB Employee's Union	Food Corporation of India, Chennai
ACEF, Mumbai	FSTPP, PO Nabarun
Air Corporations Employee's Union	General Insurance Employee's Union
Air India, Mumbai	Glaxo Labs Employee's Union, Mumbai
Airlines Ground Instructors' Association	Gujarat Electricity Board
All India Overseas Bank Employees' Union	HAL, Hyderabad
All India Union Bank Officers' Congress, Hyderabad	Herdillia Chemicals Employee's Union
Atlas Copco. Employee's Federation, Mumbai	Herdillia Chemicals, Navi Mumbai
Atlas Copco. Employee's Federation, Pune	Hindustan Antibiotics, Pune
BSES Ltd., Mumbai	Hoechst, Mumbai
Bajaj Electricals, Mumbai	Hoechst, New Delhi
Bank of Baroda, Patna	INDAL, PO Chotamuri
BEL Employee's Union, Bengaluru	India Flight, Mumbai
Bharat Electronics Ltd., Bengaluru	India Tobacco Co, Chennai
Bharat Earth Movers Employee's Association, Mysore	Indian Additives Employee's Union
Bhartiya Kamgar Sena, Mumbai	Indian Aircraft Technicians' Association
Bombay Electric Workers' Union, Mumbai	Indian Aluminium
Bombay Port Trust, Mumbai	Indian Institute of Bankers' Employees Organisation
Canara Bank, Mumbai	Indian Oil, New Delhi
Canteen Stores Department, Mumbai	Indian Overseas Bank Officer's Association
Canteen Stores Dept. Employee's Union, Mumbai	Indian Pilots Guild, Mumbai
Cement Corporation, New Delhi	Instrumentation Ltd., Kota
Chennai Petroleum Corpn.	Instrumentation Ltd., Chennai
Cochin Refineries Employee's Association	Insurance Emp. Association
Coal Mines Officers' Association	Insurance Employees' Union
Coachin Refineries Worker's Association	IOB Officers' Association
Coromandal Fertilizers Ltd., Visakhapatnam	IPCL, PO Petrochemicals
CSD Dept.	KCP Ltd., Guntur
CSD Employee's Union	Krishna Cement Works, Guntur
DAE, Kalpakkam De-Nocil	Larsen & Toubro, Chennai
De-Nocil Employees' Union, Lote	Loktak Project
Dow Agro Sciences	Mahindra & Mahindra Ltd., Mumbai
E Merck (I) Ltd. Workers' Union, Goa	Maruthi Udyog Co., Haryana
E Merck India Ltd., Raigad	Mangalore Refinery & Petrochemical Ltd., Mangalore
Estates Staff Union of South India	MICO, Employees Union
Farakka Super Thermal Power Project, PO Nabarun	Motor Industries Company Ltd., Sitapura
	MRPL employees Union
	Municipal Corporation, Impal

National Hydro-Electric Power Corpn. Ltd.
National Cement, Mancherial
National Federation of General Insurance Employees' Union
National General Insurance Employees' Union
National Organic Chemicals Ind. Ltd., Thane
National Organic Chemicals
National Fertilisers Marketing Employee's Union, Chandigarh
Nethpa Jhakri Power Corporation
New India Assurance Co. Ltd.
NOCIL Agro Chemicals. Chiplin, Dist. Ratnagiri
NOCIL, Mumbai
NRC, Thane
Office of the Chief Engineer, Chamera Power Station
Ogilvy, Benson & Mather (P.) Ltd., Mumbai
Oil India Ltd.
ONGC Purbanchal Employees' Association
ONGC Workmen's Asssocation
Oswal Petrochemicals Employee's Union, Mumbai
ONGC - Mangalore Refinery and Petrochemicals Ltd.
Oswal Petrochemicals, Mumbai
Petroleum Employees' Union
Power Finance Corporation Union
Power Finance Corporation Ltd., New Delhi
Power Finance Corporation Employees' Union
Raasi Cement Ltd., Nalgonda
Raasi Cement Ltd., Vishnupuram, Dist. Nalgonda
Rajasthan Municipal Corporation, Jaipur
Rastriya Mill, Mumbai
Refinery Employee's Union
Reserve Bank of India
Reserve Bank of India, Employees' Association
Reserve Bank of India Officers' Association
Rourkela Steel, Rourkela
SAE, Jabalpur
SAF, Kanpur
SAE (I) Ltd., Jabalpur
Sandvik Asia Employees' Union
Sandvik Asia, Pune
Shriram Refrigeration, Hyderabad.
SICOM Officers' Association, Mumbai
Singareni Collieries Worker's Union
Small Arms Factory
South Central Railway
South Central Railway Mazdoor Union
Standard Chartered Bank, Cochin.
Standard Chartered Bank Employee's Union, Cochin
Standard Chartered Bank, New Delhi
Standard Chartered Bank, New Delhi
Standard Chartered Bank, Mumbai
Standard Chartered Bank, Kolkutta
Standard Chartered Bank, Chennai
Standard Chartered Bank, Patiala
STC of India Ltd., New Delhi
Syndicate Bank, Hyderabad.
Syndicate Bank, Chennai
Tamilnadu State Apex Coop. Bank Employee's Union
TATA Tea Ltd.
Thakur Cement, PO Barmana
TNSC Bank Ltd., Chennai
Tunghabhadra Sugar Works, Karnataka
Union Bank Officer's Association, Ahmedabad
Union Carbide (I) Ltd., Mumbai
Uttaranchal Jalvidyut Nigam Ltd.
Visakhapatnam Port Trust, Visakhapatnam
Voltas & Volkart, Secunderabad
Zuari Agro Chemicals Ltd. Employee's Union
Zuari Agro Chemicals Ltd. Worker's Union
Zuari Agro Chemicals Ltd. Worker's Union, Goa
Zuari Agro Chemicals Ltd., Goa
Zuari Agro Chemicals Ltd., Zuari Nagar
Zuari Industries Ltd.,
Zuari Industries Ltd., Employee's Union
Zuari Industries Ltd., Worker's Union