



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, A.P. (India)

☎ : 0091-40-66533000, 66534247, Telefax: (Programmes Office) 0091-40-23324365,

Fax : 0091-40-66534356, email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Dr. Yamini Atmavilas

Programme Director

January 19, 2012

Programme on

Managing Gender Equity, Diversity & Inclusivity

(March 8–10, 2012)

Dear Sir/Madam,

We are pleased to announce a 3-day programme on “Managing Gender Equity, Diversity & Inclusivity” at the Administrative Staff College of India.

In order to compete globally, Indian industry needs to continue to create workplaces that tap the full potential of every employee. The ability of a diverse group of people to build strength and unity through their diversity is the power that propels the organization and the Indian industry, into new dimensions of performance. Initiatives to build inclusive workplaces need to evolve from discrete gender-based programs to culture-changing organizational efforts. With this vision, ASCI is bringing you this course on "Managing Gender Equity, Diversity and Inclusivity. The course will highlight the importance and best practices in the promoting different areas of gender and diversity equality, inclusivity and participation.

Neglecting the potential of half the labour force limits economic growth and human capital development. Gender bias and poor communication can cause stress, underlie retention problems, impact leadership, and magnify glass-ceiling issues. This training programme is aimed at improving participants' and organizational understanding of gender issues as a key component of organizational success. Increased knowledge will improve productivity and decision-making, job retention and improve morale and working relations, and help employees achieve work life balance.

The Programme *is designed to*

- ◆ Create a better understanding of the status of women in the workplace and their achievements in different fields
- ◆ Provide a platform for discussing barriers to increasing women's accomplishments
- ◆ Exploring gender differences in communication, leadership, and decision-making styles.
- ◆ Discussing and helping achieve work/life balance
- ◆ Improving participants' understanding of sexual harassment guide lines
- ◆ Help organizations fulfill their mandate as “Equal Opportunity Employers”

The *intended participants* are *both* women as well as men employed at various levels in the government departments, public sector, banking, insurance, private sector, IT and services, consultancies, service organizations, NGOs, and academics. The course will be particularly helpful to employees as well as managers and representatives from human resources departments dealing with recruitment, retention, promotion, and professional development.

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.

We invite you to nominate participants from your esteemed organization and enrich the programme. Feel free to contact us for further information and clarification.

Yours sincerely

Yamini N. Atmavilas

Encl : Brochure and Nomination form

Programme on

Managing Gender Equity Diversity & Inclusivity

March 8-10, 2012



BACKGROUND

In order to compete globally, Indian industry needs to continue to create workplaces that tap the full potential of every employee. The ability of a diverse group of people to build strength and unity through their diversity is the power that propels the organization and the Indian industry, into new dimensions of performance. Initiatives to build inclusive workplaces need to evolve from discrete gender-based programs to culture-changing organizational efforts. With this vision, ASCI is bringing you this course on "Managing Gender Equity, Diversity and Inclusivity". The course will highlight the importance and best practices in the promoting different areas of gender and diversity *equality, inclusivity and participation*.

The increase in the number of women entering the workforce in India has brought both opportunities and challenges. For organizations, the participation of women has brought fresh perspectives and creativity in various sectors. For women, many new opportunities and avenues are available to fulfil professional goals and aspire to higher levels of achievement. While many women are seen in higher levels of office in the public and private sectors, many also face challenges that include the proverbial "glass ceiling", sexual harassment at the workplace, the dual burden of household management and childcare on the one hand and paid work on the other, gender bias and gender inequality in society, lower educational attainment compared to men in some fields, and other issues.

Neglecting the potential of half the labour force limits economic growth and human capital development. Gender bias and poor communication can cause stress, underline retention problems, impact leadership, and magnify glass-ceiling issues. This training programme is aimed at improving participants' and

organizational understanding of gender and diversity issues as a key component of organizational success. Increased knowledge will improve productivity and decision-making, job retention and improve morale and working relations, and help employees achieve work life balance.

OBJECTIVES

This Training Programme aims to

- ▶ Create a better understanding of the status of gender and diversity in the workplace in various organisations
- ▶ Provide a platform for discussing barriers to promoting gender inclusivity and diversity
- ▶ Knowledge about UN Global Compact and UN Women's Empowerment principles; the Gender Reporting Initiative, and other tools for improving and reporting
- ▶ Exploring communication, leadership, and decision - making styles
- ▶ Work / life balance
- ▶ Improving participant's understanding of sexual harassment guidelines, and
- ▶ Through sharing best practices and toolkits, developing the capacity of participants and their organizational to mainstream gender inclusivity and diversity in their organizations

CONTENT

The programme content will cover issues related to :

- ▶ Best Practices in promoting inclusivity and equality from the industry through invited speakers from eminent organisations
- ▶ Gender and diversity concepts and their applicability in the workplace
- ▶ Identifying & promoting ways to challenge sexual harassment and stereotyping
- ▶ Promoting legal awareness
- ▶ Identifying ways to promote equality and inclusivity in the workplace
- ▶ Exploring Work / Life Balance and Coping Strategies

- ▶ Understanding models of leadership and communication across diversity
- ▶ Experience - Sharing and Best Practices Discussion

TRAINING METHODS & MATERIALS

This 3-day programme places a heavy emphasis on interactive learning. It combines lectures from experts as well as highly placed diversity and HR managers from industry, group discussions, and exercises, and provides space for peer learning and sharing of best practices. All participants will receive courseware of materials pertaining to sessions covered.

Resource persons will include ASCI faculty and experts and women leaders from various organizations.

WHO SHOULD ATTEND?

Managers from public and private sectors, consultancy firms, service organisations, NGOs, academia, and others are welcome to attend the programme. The course will be particularly helpful to managers and representatives from human resources departments dealing with recruitment, retention, promotions, and professional development.

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 **Thursday, March 8, 2012** to **Saturday, March 10, 2012**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs. 26,500/- (US \$1160 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 **February 23, 2012**.

LAST DATE FOR WITHDRAWAL

March 1, 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. Yamini N. Atmavilas

Email : atmavilas@asci.org.in

ASCI Management Development Programmes - 2011-2012

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 Govt.	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

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	2-Feb-2012	4-Feb-2012
Managing Hospitals Effectively	6-Feb-2012	10-Feb-2012
R&R-Policies and Issues	5-Mar-2012	7-Mar-2012

INNOVATION & TECHNOLOGY

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

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 Developmental 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

Towards Universal Sanitation in Urban Areas	4-Jan-2012	6-Jan-2012
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

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Nomination Form

Programme on

Managing Gender Equity, Diversity & Inclusivity

(March 8-10, 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, 66533000, Mobile: 9246203535, Telefax: 0091-040-23324365, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in