

Team Building and Conflict Management

(February 20 - 24, 2012)



Introduction

The demand on managers to pool together people of diverse background, personalities, training and experience and integrate them into an effective team is increasingly felt in recent years. Modern managers invariably have to solve problems collectively, involving everyone who has to contribute either to solving a problem or implementing solutions. Effective teams are thus inevitable to organisational growth and development. A cohesive team, while ensuring optimum utilisation of human resources and talent, enables the members to be effective in whatever task they undertake and provide necessary capabilities in solving problems and achieving goals.

Experiences of organisations in India suggest that, though people are individually outstanding performers, they do not fare well collectively because they do not have adequate training and skills to work together. Mere grouping of individuals cannot make a team unless managers make an attempt to integrate the individuals into a team which is cohesive and responsive to meet the challenges. In order to build effective teams, it is essential for managers to acquire collaborative skills and understand the nature and processes of team functioning.

Programme Objectives

The Programme is designed to:

- i) facilitate understanding of various aspects of team work and its linkages with individual and organisational objectives;
- ii) provide insight into the team role capabilities and leadership styles of oneself and to initiate one to the processes of team functioning;
- iii) develop skills in the management of differences through constructive resolution of conflicts with a view to fostering collaboration among members of the organisation.

Programme Content

1. Organisational needs for team development
2. Formation and functioning of teams
3. Team role preferences
4. Management of conflict
5. Creative teams and learning organisations
6. Leadership in teamwork
7. Organisational culture for teamwork
8. Action-plans for re-entry into work

Pedagogy

Training methods for this Programme include experience-based learning techniques such as diagnostic instruments, exercises, group work, case discussions and formal lectures.

Eligibility

Senior and middle level executives of public and private sector organisations, financial institutions and government departments are eligible to participate in this Programme.

Organisational 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, February 20, 2012 to Friday, February 24, 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%.

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 6, 2012**.

Last Date for Withdrawal

February 13, 2012. Any withdrawals after this date will entail forfeiture of fee paid.

ASCI Alumni Association

Participants of the 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 Harsh Sharma

Email: harsh.sharma@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
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
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
STRATEGIC MANAGEMENT		
Strategic Management	13-Feb-2012	17-Feb-2012
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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ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad-500082, A.P. (India)

**Nomination Form
Programme on
TEAM BUILDING AND CONFLICT MANAGEMENT
(February 20 - 24, 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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Dr. Harsh Sharma
Programme Director

December 3, 2011

Dear Sir / Madam,

Programme on
TEAM BUILDING AND CONFLICT MANAGEMENT
(February 20 - 24, 2012)

Team Building is increasingly needed in organisations for enhancing their efficiencies and effectiveness. The importance of team work increases as the tasks become more complex and more specialised and people feel the need for collaboration to solve work-related problems. It is a reality of life in general and worklife in particular that conflicts are inevitable where people work together. Hence, managers need to acquire the skills in managing conflict to ensure collaboration and effective team-work.

Recognising the need for managers to develop team-building skills, Administrative Staff College of India has been offering the programme on **Team Building and Conflict Management** for over a decade. The programme is designed for executives who have to build effective teams to ensure growth and development. It deals with various aspects of team development and conflict management with an added emphasis on experience-based learning.

I do hope that your organization would take advantage of this opportunity by nominating your Senior Executives to this programme. Our experience over the years has shown that nominations in teams of 2 or 3 would facilitate the effective application of principles and insights acquired from the Programme by the participants in their back-to-work situations.

The brochure which gives further details together with a nomination form is enclosed. For multiple nominations, you may use photocopies of the form. Alternatively, the form can be accessed from our website. The last date for receipt of the nomination along with the fee is **February 6, 2012**. If you need any additional information regarding this programme, please do contact me or our Programme Officer.

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 look forward to receiving your nomination(s) at the earliest.

Yours sincerely,


(Dr Harsh Sharma)

Encl : Programme Brochure & Nomination Form.