



Programme on
**BUILDING AND
LEADING EFFECTIVE TEAMS**
February 05 - 09, 2018



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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:

- facilitate understanding of various aspects of team work and its linkages with individual and organisational objectives;
- provide insight into the team role capabilities and leadership styles of oneself and to initiate one to the processes of team functioning;
- 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

- Organisational needs for team development
- Formation and functioning of teams
- Team role preferences
- Management of conflict
- Creative teams and learning organizations
- Leadership in teamwork
- Organisational culture for teamwork
- 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.

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms. The College does not provide accommodation for the family. Transport between Airport/ Railway Station and venue will be arranged by the College. The Bella Vista Campus of the college is WiFi enabled in a comprehensive way.

DURATION

The Programme duration is from February 05 -09, 2018. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

PROGRAMME FEE

Rs.54,000/- (US \$1840 if foreign) plus GST 18% per participant. The fee covers tuition, boarding and lodging, courseware(in electronic form) and other facilities of the College including Internet usage.

Rs.46,500/- plus GST 18% per Indian participant (not availing hostel accommodation). The fee covers tuition, course ware (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 fee is credited in to our Bank account before, February 02, 2018. Bank details are given below.

For Foreign Participants:

Receiver's	Bank of America, New York (SWIFT: BOFAUS3N)
Correspondent Bank	Via Chips ABA 0959 for Account UID 002473 Via Fedwire 026009593
For Credit of	State Bank of India, Treasury Department, Mumbai, India, SWIFT BIC – SBININBBH04 Nostro A/c No.6550992180.
Ultimate Beneficiary	Administrative Staff College of India, Account No.62090698960, State Bank of India, Bellavista Branch, Raj Bhavan Road , Hyderabad.

For Indian Participants :

Bank Particulars

Bank Name	State Bank of India
Address line 1	6-3-1092, 1st floor, A Block
Address line 2	Bellavista Branch, Raj Bhavan Road
Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
Bank MICR No	500002306
NEFT IFSC Code	SBIN0020063

Organisational sponsorship is essential

Note: Details of Bank / Wire transfer may be sent to fo@asci.org.in for confirmation.

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 hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date is January 22, 2018. Kindly contact Programme Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 29, 2018. 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

Dr.Harsh Sharma

E-mail : harsh.sharma@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Programme for Senior Executives (SEC)-130 08-Jan-2018 02-Feb-2018
 ASCI-NRCR Joint Certification Course on Improved Management of Land Acquisition, Resettlement & Rehabilitation (LARR) 29-Jan-2018 09-Feb-2018

ECONOMICS

Financial Systems, Management and Accountability in Government - New Delhi 12-Nov-2017 16-Nov-2017

FINANCE

Strategies for Cost Leadership 08-Jan-2018 10-Jan-2018
 Treasury and Risk Management in Banks/FIs 22-Jan-2018 24-Jan-2018
 Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions 30-Jan-2018 01-Feb-2018
 Business Risk Management 05-Feb-2018 09-Feb-2018
 Advanced Financial Management 13-Feb-2018 15-Feb-2018
 Evaluating and Financing Public Private Partnership Projects 26-Feb-2018 02-Mar-2018

HEALTHCARE MANAGEMENT

Certificate Course in Healthcare Quality 10-Jan-2018 12-Jan-2018

HUMAN DEVELOPMENT

Educational Leadership for Senior Level Officials of Universities/ Educational Institutions 22-Jan-2018 24-Jan-2018

HUMAN RESOURCE MANAGEMENT

Leadership Skills Development 18-Dec-2017 22-Dec-2017
 Values Driven Leadership 08-Jan-2018 10-Jan-2018
 Effective Learning and Development 08-Jan-2018 12-Jan-2018
 Communication Skills for Managers 29-Jan-2018 02-Feb-2018
 Building and Leading Effective Teams 05-Feb-2018 09-Feb-2018
 Enhancing Interpersonal Effectiveness through Transactional Analysis 05-Feb-2018 07-Feb-2018
 Positive Organizational Behaviour 12-Feb-2018 14-Feb-2018
 "Strategic Human Resource Management with International Study Tour (Singapore and Malaysia)" 12-Feb-2018 24-Feb-2018
 Decision Making for Effective Leadership 19-Feb-2018 23-Feb-2018

Strategic Human Resource Management 26-Feb-2018 02-Mar-2018
 Managing Creativity & Innovation 06-Mar-2018 08-Mar-2018

INFORMATION TECHNOLOGY

Leveraging Big Data and Analytics 20-Dec-2017 22-Dec-2017
 IT Enabled Knowledge Management 29-Jan-2018 31-Jan-2018
 e-Learning and Digital Education 26-Mar-2018 28-Mar-2018

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management 22-Feb-2018 24-Feb-2018

INNOVATION AND TECHNOLOGY

Strategic R & D Management 11-Dec-2017 13-Dec-2017
 Managing Strategic Innovation 22-Jan-2018 24-Jan-2018

MARKETING

Creating Social Value Through Corporate Social Responsibility 11-Dec-2017 13-Dec-2017

OPERATIONS

Project and Contract Management 08-Jan-2018 12-Jan-2018
 Procurement Procedures for World Bank Aided Projects 12-Feb-2018 23-Feb-2018

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Translating Entrepreneurship to Enterprise 04-Dec-2017 08-Dec-2017

STRATEGIC MANAGEMENT

Driving performance through transformational Leadership 19-Feb-2018 23-Feb-2018

URBAN GOVERNANCE

"International Certification Programme - Change Management for Achieving Continuous Water Supply for All in Urban Areas – Phase - I Intimate Later ASCI
 Study Tour: (India & Tel Aviv & Jerusalem in Israel) – Phase - II Intimate Later
 Towards Universal Sanitation in Urban Areas 11-Dec-2017 13-Dec-2017
 GIS for Urban Development 18-Jan-2018 20-Jan-2018
 Public Private Partnership in Urban Infrastructure & Service Delivery 07-Feb-2018 09-Feb-2018
 Integrated Solid Waste Management 12-Mar-2018 14-Mar-2018



Administrative Staff College of India

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 New Delhi - 110 016
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Dr. Harsh Sharma
Programme Director

November 14, 2017

Programme on BUILDING AND LEADING EFFECTIVE TEAMS (February 05 - 09, 2018)

Dear Sir/Madam,

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 work life 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" 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 January 22, 2018.

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 hospitalisation.

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

Yours Sincerely

Harsh Sharma

Encl: Programme Brochure & Nomination Form



asci
Leadership through Learning

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

Nomination Form
Programme on
BUILDING AND LEADING EFFECTIVE TEAMS
(February 05 - 09, 2018)

Nominee's Contact Information

Name (Mr/Ms) _____ :	_____	Date of Birth : _____
Designation : _____	_____	Qualification : _____
Organisation : _____	_____	
Address : _____	_____	
Phone(s) : Office: _____	Mobile: _____	Home: _____
e-mail : _____	Fax : _____	

Sponsors Details

Name of the Sponsoring Authority: _____ :	_____	Designation: _____
Organisation : _____	_____	
GSTIN Number : _____	_____	
Address : _____	_____	
_____	Pincode : _____	
Phone(s) : Office: _____	Mobile: _____	_____
e-mail : _____	Fax : _____	

Fee particulars

Amount Payable :	_____	Mode of Payment (DD/Ch/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 of the Sponsoring Authority :

NOTE : Forward nomination form to : **Ms. V. Naga Swapna, Programs 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