



Programme on
**EFFECTIVE LEARNING &
DEVELOPMENT**



January 08 - 12, 2018

ADMINISTRATIVE STAFF COLLEGE OF INDIA

PROGRAMME PERSPECTIVE

Learning and Development is a key strategic issue for organizations. It helps organizations to determine the extent to which their human assets are viable investments. Because much of the return on investment in learning and development may be difficult to quantify in the short run, organizations should take a holistic view of learning and development with regard to the kinds of employees and the skills and knowledge bases necessary to achieve strategic objectives. Changes in how work is performed and the organizational context in which the work is conducted mandate that organizations conduct specific, targeted, strategic training and development initiatives as a prerequisite for continued success.

In many Indian Organizations, HR Departments are typically staffed with people from non-HR background though they are technically highly skilled. There are several challenges involved in running learning and development functions. With the right attitude, appropriate skills, and relevant knowledge base, employees working in L&D can fulfill the objectives of their function. This programme primarily aims at to help participants in conceptualizing Effective Human Resource Learning & Development, and planning, organizing, and conducting customized training programmes effectively.

PROGRAMME OBJECTIVE

- To help participants upgrade their knowledge base in the learning & development function through exposure to emerging concepts, techniques, and methodologies
- To enable participants to align the human resource learning & development function with corporate philosophy and business strategy

PROGRAMME CONTENT

- Human resource learning & development: contemporary concepts & challenges
- Analysis and determination of training needs: current approaches
- Developing appropriate learning and development strategy
- Competency based training and development methodology
- Coaching and Mentoring for developing strategic HR Vision
- Principles of adult learning
- Learning methods
- Audit of learning and development
- Learning Effectiveness Evaluation

METHODOLOGY

The programme will use a learner-centric approach and a rich blend of multiple experiential processes such as group discussions, case method, role-play, exercises, and lectures. The participants will be provided opportunities to practice various training techniques.

ELIGIBILITY

Senior and middle level executives in-charge of L&D function, primarily responsible for planning, organizing, and conducting Executive Development Programmes and in-house trainers and facilitators will be benefited from this programme. Programme will also benefit line managers tasked with leading and grooming their team members for senior roles.

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. College will arrange transport between airport / railway station and venue. The College is Wi Fi enabled in a comprehensive way.

DURATION

The programme duration is from January 08 - 12, 2018. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

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

Rs.46,500/- plus 18% GST will be charged per Indian participant (who does not avail hostel accommodation) to cover 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 payment is made in to our Bank account before January 05, 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 December 26, 2017. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 02, 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
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FINANCE

Finance for Non-Finance Executives	05-Dec-2017	07-Dec-2017
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
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HUMAN DEVELOPMENT

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

Leadership Engagement and Development	04-Dec-2017	08-Dec-2017
Conflict Management and Negotiation Skills	11-Dec-2017	13-Dec-2017
Team Dynamics- Activity Based Approach	11-Dec-2017	15-Dec-2017
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
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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
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OPERATIONS

Procurement Procedures for World Bank Aided Projects	06-Nov-2017	17-Nov-2017
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
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STRATEGIC MANAGEMENT

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

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



Administrative Staff College of India

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

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 South of IIT, Behind Qutub Hotel
 New Delhi - 110 016
 Phone Nos: 011 - 26962204, 26961750, 26961850

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



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Dr. Harsh Sharma
Programme Director

October 04, 2017

**Programme on
Effective Learning & Development
(January 08 – 12, 2018)**

Dear Sir / Madam,

The speed of change in business environment has brought several changes in organizations, which poses a tremendous challenge in learning and development function. There is a growing consensus that learning and development contribute in great measure to organizational performance. Organizational performance can be linked with effective implementation of development plans. Despite the fact that huge budgets are allocated, and several programmes are being conducted, there appears to be a lacuna in L&D function. This can be due to several factors among which the major one being the lack of systematic body of knowledge and translating and implementing the same into effective L&D.

Keeping the above in view, the Administrative Staff College of India is conducting programme on "Effective Human Resource Learning & Development" that aims to equip participants with the body of knowledge and skills for Effective L&D and implementing the same into demonstrable terms. The programme is meant for senior and middle level executives, in-house trainers and facilitators of any organization.

A brochure outlining the details of the above programme and other pertinent information together with a nomination form is enclosed. If you need any additional information, please do contact us.

The last date for the receipt of nomination form is December 26, 2017. Since we expect this programme to attract a large number of nominations, we advise you to send in your nomination well before this date to enable us to give due consideration. Accordingly, you can make your plans for the release of the nominee(s) for the programme. Facsimile of nomination form can be used.

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 early nominations from your organization.

Sincerely,

Harsh Sharma

Encl: Brochure and Nomination Form



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

**Nomination Form
Programme on
Effective Learning & Development
January 08 – 12, 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. Naga Swapna Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad - 500 082. Phone: 0091-40-66534247, 66533000, Mobile: 09246203535, Telefax: 0091-040-23324365, Fax: 0091-040-66534356, e-mail: poffice@asci.org.in