



asci
Leadership through Learning

Programme on
Leading with Emotional Intelligence
(October 23 - 27, 2017)



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Emotional intelligence is an important competency for leadership effectiveness. There is tremendous amount of empirical evidence to support the significance of emotional intelligence in obtaining positive organizational outcomes. Leaders high on emotional intelligence are viewed favourably by their followers. Such leaders demonstrate higher levels of self awareness and a better ability of handling emotions. They also make persistent efforts in motivating their followers towards achieving high performance. In other words, emotional intelligence is strongly correlated to leadership and organizational effectiveness.

The programme on 'Leading with Emotional Intelligence' has been designed to help participants understand emotional intelligence and its importance for leadership effectiveness. It also aims to help participants arrive at a development plan to improve their emotional competencies.

OBJECTIVES

- Understand Emotional Intelligence and its importance for Leadership Effectiveness
- Facilitate EI development through coaching and self-reflection

CONTENT

- Understanding Emotional Intelligence
- Understanding the Inner World
- Managing Dysfunctional Emotions
- Motivating Self and Others
- Understanding the Social World
- Leadership and Influence
- Relating Well
- EI Assessment
- EI Development Plan

ANDRAGOGY

- Interactive Lectures
- Psychometric Tests
- Group Exercises
- Case Discussion
- Role Play
- Coaching

PARTICIPANT LEVEL

This programme is meant for senior and middle level executives of private sector, public sector and government organisations.

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 WiFi enabled in a comprehensive way.

DURATION

The programme duration is from October 23-27, 2017. 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 on fee 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 October 20, 2017. 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, Raj Bhavan Road Branch, 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 October 9, 2017. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 16, 2017. 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. P. Subhashini
subhashini@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

Ethics and Values in Administration	21-Aug-2017	23-Aug-2017
Index Based Crop Insurance - Concepts, Design and Implementation	21-Aug-2017	23-Aug-2017
Effective Land Acquisition, Resettlement & Rehabilitation (LARR)	09-Oct-2017	13-Oct-2017
Programme for Young Managers	30-Oct-2017	03-Nov-2017
General Management Programme for Middle Level Executives	30-Oct-2017	09-Nov-2017
MDP for Women Executives	20-Nov-2017	24-Nov-2017
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

Credit Monitoring & Follow-up in Banks/FIs	22-Nov-2017	24-Nov-2017
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

Risk Management, Quality and Audit in Hospitals	25-Oct-2017	27-Oct-2017
Best Practices and Innovations in Health Care Delivery	15-Nov-2017	17-Nov-2017
Educational Leadership for Senior Level Officials of Universities/ Educational Institutions	22-Jan-2018	24-Jan-2018

HUMAN RESOURCE MANAGEMENT

HR Audit & Analytics	04-Sep-2017	06-Sep-2017
Personal Effectiveness	11-Sep-2017	13-Sep-2017
Abhivyakti - Building Personality and managing stress using stories and theatre	25-Sep-2017	27-Sep-2017
Leading with Emotional Intelligence	23-Oct-2017	27-Oct-2017
Effective Trade Union Management	06-Nov-2017	10-Nov-2017
Improving Work Culture	20-Nov-2017	22-Nov-2017
Good Governance and Sustainability through HR Practices	27-Nov-2017	29-Nov-2017
Individual Excellence for Organizational Effectiveness	27-Nov-2017	01-Dec-2017
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	10-Aug-2017	12-Aug-2017
Homes for All: Attaining the National Agenda	23-Nov-2017	25-Nov-2017
Urban Infrastructure Project Preparation and Management	22-Feb-2018	24-Feb-2018

INNOVATION AND TECHNOLOGY

Research Excellence in Organizations	07-Aug-2017	09-Aug-2017
Strategic R & D Management	11-Dec-2017	13-Dec-2017
Managing Strategic Innovation	22-Jan-2018	24-Jan-2018

MARKETING

Customer-Centric Brand Management	04-Sep-2017	06-Sep-2017
Creating Social Value Through Corporate Social Responsibility	11-Dec-2017	13-Dec-2017

OPERATIONS

Project and Contract Management	04-Sep-2017	08-Sep-2017
Procurement Procedures for World Bank Aided Projects	06-Nov-2017	17-Nov-2017
Materials and Supply Chain Management	27-Nov-2017	01-Dec-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

Strategic Agility under Uncertainty	23-Oct-2017	25-Oct-2017
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	ASCI	ASCI
Study Tour: (India & Tel Aviv & Jerusalem in Israel) - Phase - II	Intimate Later	Intimate Later
Public Private Partnership in Urban Infrastructure & Service Delivery	21-Aug-2017	23-Aug-2017
GIS for Governance- Decision Support System	04-Sep-2017	06-Sep-2017
International Training Programme on Smart Cities - Study Tour: (India & China)	23-Oct-2017	31-Oct-2017
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
Long Duration Programme		
Business Management for Armed Force Officers	05-Jun-2017	17-Nov-2017



Administrative Staff College of India

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

Telefax (Programmes Office) : 0091-040-23324365

Phone : 0091-40-66534247, Mobile: 9246203535

Fax : 0091-40-66534356, E-mail: poffice@asci.org.in

Delhi Campus

C-24, Institutional Area

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

Dr. P. Subhashini
Programme Director

July 18, 2017

Dear Sir/Madam,

**Programme on
Leading with Emotional Intelligence
(October 23 - 27, 2017)**

I am happy to announce that the Administrative Staff College of India is offering its Programme on Leading with Emotional Intelligence during October 23 to 27, 2017 at Bella Vista or College Park Campus, Hyderabad. A detailed brochure is enclosed.

To grow and prosper, organizations need a combination of technology, leadership, and inspired work force. Work force will be inspired when we have the right kind of leadership. Such a leader would be aware of his strengths and weaknesses, both cognitive and emotional. He would ensure his personal effectiveness by being adept in self management. He would be able to motivate himself and others by arousing positive emotions like hope, optimism and confidence. Further, he would be able to earn employee loyalty by empathizing with them. All these skills/competencies and many more can be developed by learning emotional intelligence skills. The Programme on Leading with Emotional Intelligence has been designed to enhance the managerial competence in this regard.

Nominations for the programme may be made in the enclosed form. Photocopies of the form are also acceptable in case you would like to nominate more than one person from your organization. The form can also be accessed from our website: www.asci.org.in.

I look forward to receiving early nominations from your organization.

Yours sincerely,

P. Subhashini

Encl : Brochure & Nomination form



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

Nomination Form
Programme on
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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 : _____	
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, 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