



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

Ph : 0091-40-66533000, 66534247, Fax : 0091-40-66534356,

email: poffice@asci.org.in, URL: <http://www.asci.org.in>

Dr. P. Subhashini
Programme Director

June 18, 2018

Dear Sir / Madam,

Programme on
Leading with Emotional Intelligence
(October 22 - 26, 2018)

I am happy to announce that the Administrative Staff College of India is offering its Programme on Leading with Emotional Intelligence during October 22 to 26, 2018 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



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Programme on

Leading with Emotional Intelligence

(October 22 - 26, 2018)



Administration 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.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy 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 22-26, 2018**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 54,000/- (US \$1100 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee : Rs.46,500/- plus GST as applicable, presently 18% per participant. 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 payment is credited into our Bank account before October 19, 2018.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/18-19/1/46)** to e-mal: **income@asci.org.in** for confirmation.

Bank Details are give below:

For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad – 500 082

For Foreign Participants:

Bank Account Number	62090698960
Beneficiary Name	Administrative Staff College of India,
Swift Code	SBININBBH04
Bank Name	State Bank of India
	Bellavista Branch, Rajbhavan Road, Somajigud, Hyderabad – 500 082.

Nostro Account (Optional) 6550992180

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 for receiving nominations is **October 15, 2018**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 16, 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. P. Subhashini

subhashini@asci.org.in

ASCI Management Development Programmes for 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Programme for Senior Executives – SEC - 131	16-Jul-2018	10-Aug-2018
Advanced Management Programme	30-Jul-2018	10-Aug-2018
Building Competencies for Leading Strategic Change (Study Tour to EU)	09-Sep-2018	23-Sep-2018
Programme for Young Managers	26-Nov-2018	30-Nov-2018
MDP for Women Executives	03-Dec-2018	07-Dec-2018
General Management Programme for Senior Executives – SEC - 132	07-Jan-2019	01-Feb-2019

BUSINESS COMMUNICATION

Leadership through Self-Discovery	25-Jul-18	27-Jul-18
Individual Excellence for Organizational Effectiveness	26-Nov-18	30-Nov-18
Leadership Skills Development	17-Dec-18	21-Dec-18
Communication Skills for Managers	21-Jan-19	25-Jan-19
Managing Creativity & Innovation	04-Mar-19	06-Mar-19

ECONOMICS

Assessment and Monitoring of Business Performance	04-Jul-18	06-Jul-18
Creating Development Roadmap for India through Sustainable Development Goals: Vision 2030	05-Sep-18	07-Sep-18
Financial Systems, Management and Accountability in Government	26-Nov-2018	30-Nov-2018

ENERGY

Regulating Electricity Tariffs and Related Issues	17-Sep-18	21-Sep-18
Smart Grid Technology and its Application in Power Sector	10-Dec-18	12-Dec-18
Renewable Energy Regulation	21-Jan-19	23-Jan-19

ENVIRONMENT

SDGs and Climate Change: Opportunities and Challenges of Adaptation and Mitigation	03-Dec-18	05-Dec-18
Climate Change Adaptation and Disaster Risk Reduction	04-Feb-19	06-Feb-19

FINANCE

Infrastructure Financing	19-Nov-18	23-Nov-18
Finance for Non-Finance Executives	10-Dec-18	12-Dec-18
Strategies for Cost Leadership	23-Jan-19	25-Jan-19
Enterprise Risk Management	04-Feb-19	08-Feb-19
Advanced Financial Management	11-Feb-19	13-Feb-19

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality in AYUSH Hospitals	27-Jun-18	29-Jun-18
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HUMAN RESOURCE DEVELOPMENT

Enhancing Managerial Effectiveness	23-Jul-18	25-Jul-18
HR Audit and Analytics	03-Sep-18	05-Sep-18
Personal Effectiveness	17-Sep-18	19-Sep-18
Enhancing Skills of Young Women Professionals	01-Oct-18	05-Oct-18
Leading with Emotional Intelligence	22-Oct-18	26-Oct-18
Effective Trade Union Management	05-Nov-18	09-Nov-18
Best Practices and Innovation in Health Care Delivery	14-Nov-18	16-Nov-18
Improving Work Culture	19-Nov-18	21-Nov-18
Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18
Team Dynamics: Activity Based Approach	17-Dec-18	21-Dec-18
Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19
Building and Leading Effective Teams	04-Feb-19	08-Feb-19
Positive Organizational Behaviour	04-Feb-19	06-Feb-19
Decision Making for Effective Leadership	18-Feb-19	20-Feb-19
Enhancing Interpersonal Effectiveness through Transactional Analysis	18-Feb-19	20-Feb-19
Strategic Human Resource Management with International Study Tour	11-Mar-19	23-Mar-19

INFORMATION TECHNOLOGY

e-Learning and Digital Education	24-Sep-18	26-Sep-18
Leveraging Big Data and Analytics	19-Dec-18	21-Dec-18

INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda	21-Jun-18	23-Jun-18
Urban Infrastructure Project Preparation and Management	27-Sep-18	29-Sep-18
Urban Infrastructure Project Preparation and Management	07-Feb-19	09-Feb-19

INNOVATION AND TECHNOLOGY

Research Excellence in Organizations	08-Aug-18	10-Aug-18
Strategic R & D Management	10-Dec-18	12-Dec-18

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

High Impact CSR-Need Identification to Impact Evaluation	09-Jul-18	13-Jul-18
Effective Land Acquisition, Resettlement and Rehabilitation	24-Sep-18	28-Sep-18
Index-based Crop Insurance-Concepts, Design and Implementation	17-Dec-18	19-Dec-18

MARKETING

Customer Centric Brand Management	04-Oct-18	06-Oct-18
High Impact Sales Management	10-Dec-18	14-Dec-18
Creating Social Value Through Corporate Social Responsibility	21-Jan-19	23-Jan-19

OPERATIONS

Procurement Procedures for The World Bank Aided Projects	16-Jul-18	27-Jul-18
Inventory Management	30-Jul-18	01-Aug-18
Project and Contract Management	24-Sep-18	28-Sep-18
Procurement Procedures for The World Bank Aided Projects	19-Nov-18	30-Nov-18
Materials and Supply Chain Management	03-Dec-18	07-Dec-18
Project and Contract Management	07-Jan-19	11-Jan-19
Procurement Procedures for The World Bank Aided Projects	11-Feb-19	22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Sustainable Development Goals and Good Governance	25-Mar-19	29-Mar-19
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POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Programme on Rural Industrial Development and Entrepreneurship	07-Jan-19	11-Jan-19
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STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers	23-Jul-18	27-Jul-18
Creating Progressive Boards	17-Sep-18	19-Sep-18
Driving Performance through Transformational Leadership	18-Feb-19	22-Feb-19

URBAN GOVERNANCE

International Certification Programme – Change Management for Achieving Continuous Water supply for All in Urban Areas - (India, Jerusalem and Tel Aviv, Israel)	06-Jun-18	07-Jun-18
Creating and Managing Digital Presence	18-Jun-18	20-Jun-18
Water Sanitation and Hygiene in Schools	21-Jun-18	23-Jun-18
Towards Zero Waste- Decentralised Solid Waste Management	28-Jun-18	30-Jun-18
Non-Revenue Water and Water Loss Control Management: Smart Solution for Indian Cities	09-Jul-18	11-Jul-18
Public Private Partnership in Urban Infrastructure and Service Delivery	09-Aug-18	11-Aug-18
Infrastructure Planning and Implementation for Smart Cities	19-Sep-18	21-Sep-18
Change Management for Achieving Continuous Water Supply (24/7) For All In Urban Areas	29-Nov-18	01-Dec-18
Faecal Sludge Septage Management	21-Jan-19	23-Jan-19
Towards Universal Sanitation in Urban Areas	04-Feb-19	06-Feb-19



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Hyderabad - 500 082, India.

Phone : 0091-40-66533000, 66534247

Fax : 0091-40-66534356

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.

Tel: 011–26962204, 26961750, 26961850



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

Nomination Form
Programme on

Leading with Emotional Intelligence

(October 22 - 26, 2018)

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN :	_____
Address :	_____

	Pincode : _____
Phone(s) :	(Off) : _____
	(Mobile) : _____
e-mail :	_____
	Fax : _____

Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/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 and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Srinivas Yadav, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in