

Programme on

MANAGING RECRUITMENT, SELECTION AND INDUCTION

May 07 - 09, 2018



ADMINISTRATIVE STAFF COLLEGE OF INDIA

INTRODUCTION

Attracting the right talent is essential for the success of any organisation in reaching their strategic and operational goals. Effective recruitment and selection processes will ensure that the right people, with the right blend of skills and experience and the right organisational fit are aligned with those organisational goals. Recruiting, selecting and inducting employees are important at initial stages in this process. In this regard, individual/teams who are responsible for recruitment, selection, and induction have a crucial role to play in search and selection process to have perfect match. This course provides an in-depth look at the principles, issues, trends and practices affecting recruitment, selection and induction. Participants will acquire the knowledge and skills needed to successfully identify human resources requirements to attract, select and induct an effective workforce.

PROGRAMME OBJECTIVES

This programme is comprehensive, application-oriented and skills based package, designed to cater to meet following objectives:

- To identify, implement and assess recruitment and selection strategies including interviewing skill;
- To develop a comprehensive recruitment, selection, and Induction process, which supports the organizations strategic directions including jobs that address all required competencies;
- To analyze and evaluate issues affecting the recruitment, selection and induction process;
- To identify the factors needed to ensure an effective process that meets organisational and individual needs.

PROGRAMME CONTENT

The programmes focus on related topics, but are not limited to, the following:

- Planning, recruitment and selection: attracting talent; assess procedures & practices
- The recruitment and selection process: selection criteria; recruitment stages and critical procedures; case study; key elements with simulation;
- Dealing with opportunities: dealing with subjectivity, diversity and good practice; major legal issues in recruitment and selection, avoiding bias in selection
- Interviewing skills: questions and questioning techniques; structuring the interview
- Practicing your interviewing and selection skills: role play for selection interview including behavioural interviewing
- Making a decision: arriving at soundly-based selection decisions; measuring the results at each stage and after interview; feedback to unsuccessful candidates
- The importance of effective induction: the basics of an induction process.

TARGET GROUP

The Programme is designed to cater the needs of middle level Managers connected with the responsibility of managing Human Resource, including those who are dealing with recruitment, selection and induction processes in public and private sector, government departments and service organisation.

TRAINING METHDOLOGY

The trainer uses up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning, including: class session, simulations exercises, activities, case studies, problem solving exercises, templates and tools.

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single rooms. However, 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 is from May 07 – 09, 2018. The participants are expected to arrive a day before and may leave after the completion of the programme.

PROGRAMME FEE

Rs. 34,000/- (US\$1495 if foreign) 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.28,000/- 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 in to our Bank account before May 04, 2018. Bank details are given below:

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

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 , Rajbhavan Road, Hyderabad

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 April 30, 2018. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

April 30, 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.

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Program for Senior Executives –
Session - July Session
Advanced Management Program (Study Tour)

16-Jul-2018 10-Aug-2018
30-Jul-2018 10-Aug-2018
9-Sep-2018 24-Sep-2018
26-Nov-18 30-Nov-18
3-Dec-2018 7-Dec-2018
7-Jan-2019 1-Feb-2019

Program for Young Managers

MDP for Women Executives

General Management Program for Senior Executives –
Session – January Session

BUSINESS COMMUNICATION

Leadership through Self-Discovery
Individual Excellence for Organizational Effectiveness
Leadership Skills Development
Communication Skills for Managers
Managing Creativity & Innovation

25-Jul-18 27-Jul-18
26-Nov-18 30-Nov-18
17-Dec-18 21-Dec-18
21-Jan-19 25-Jan-19
04-Mar-19 06-Mar-19

ECONOMICS

Financial Systems, Management and Accountability in Government
Assessment and Monitoring of Business Performance
Implementation of SDG Objectives: Vision 2030

19-Nov-2018 23-Nov-2018
21-May-18 23-May-18
09-Jul-18 11-Jul-18

ENERGY

Regulating Electricity Tariffs and Related Issues
Renewable Energy Regulation
Smart Grid Technology and its Application in Power Sector

17-Sep-18 21-Sep-18
21-Jan-19 23-Jan-19
10-Dec-18 12-Dec-18

ENVIRONMENT

Environmental Impact Assessment for Projects
SDGs and Climate change: Opportunities and challenges of
adaptation and mitigation
Climate Change Adaptation and Disaster Risk Reduction
Sewage Treatment Plants – Design Principles O&M Practices

11-Jun-18 13-Jun-18
03-Dec-18 05-Dec-18
04-Feb-19 06-Feb-19
07-May-18 09-May-18

FINANCE

Finance for Non-Finance Executives
Infrastructure Financing
Entreprise Risk Management
Strategies for Cost Leadership
Advanced Financial Management

10-Dec-18 12-Dec-18
19-Nov-18 23-Nov-18
04-Feb-19 07-Feb-19
23-Jan-19 25-Jan-19
11-Feb-19 13-Feb-19

HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality

28-Nov-18 30-Nov-18

HUMAN RESOURCES DEVELOPMENT

Best Practices and Innovation in Health Care Delivery
Ensuring Health Care Quality: Risk Management and Innovation
Educational Leadership for Senior Officials of Universities/
Educational Institutions
Program on Ethics and Values in Administration
Program for Enhancing Skills of Young Women Professionals
Programme on Conflict Management and Negotiation Skills
Programme on Building and Leading Effective Teams
Enhancing Managerial Effectiveness
Personal Effectiveness
Leading with Emotional Intelligence
Positive Organizational Behaviour
Decision Making for Effective Leadership
Managing Recruitment, Selection and Induction
Team Dynamics: Activity Based Approach
HR Analytics
HR Audit and Analytics
Effective Trade Union
Leadership Engagement and Development

14-Nov-18 16-Nov-18
16-Jan-19 18-Jan-19
06-Jun-18 08-Jun-18
20-Jun-18 22-Jun-18
24-Sep-18 28-Sep-18
10-Dec-18 12-Dec-18
04-Feb-19 08-Feb-19
23-Jul-18 25-Jul-18
17-Sep-18 19-Sep-18
22-Oct-18 26-Oct-18
04-Feb-19 06-Feb-19
18-Feb-19 20-Feb-19
07-May-18 09-May-18
10-Dec-18 14-Dec-18
11-Jun-18 13-Jun-18
03-Sep-18 05-Sep-18
05-Nov-18 09-Nov-18
10-Dec-18 14-Dec-18

Enhancing Interpersonal Effectiveness through Transactional Analysis
Strategic Human Resource Management with International Study Tour

18-Feb-19 20-Feb-19
11-Mar-19 23-Mar-19

INFORMATION TECHNOLOGY

e-Procurement
Research Excellence in Organizations
E-learning and Digital Education
Strategic R & D Management
Leveraging Big Data and Analytics

25-Jun-18 27-Jun-18
08-Aug-18 10-Aug-18
24-Sep-18 26-Sep-18
10-Dec-18 12-Dec-18
19-Dec-18 21-Dec-18

INFRASTRUCTURE DEVELOPMENT

Housing for All: Attaining the National Agenda
Urban Infrastructure Project Preparation and Management
Urban Infrastructure Project Preparation and Management

21-Jun-18 23-Jun-18
27-Sep-18 29-Sep-18
07-Feb-19 09-Feb-19

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Social Impact Assessment
ASCI-NRCR Joint Certificate Program in Improved Management of
Land Acquisition, Resettlement and Rehabilitation
Corporate Social Responsibility:
Need Identification to Impact Assessment
Effective Land Acquisition, Resettlement and Rehabilitation
Index-based Crop Insurance-Concepts, Design and Implementation

09-Apr-18 13-Apr-18
16-Apr-18 29-Apr-18
09-Jul-18 13-Jul-18
24-Sep-18 28-Sep-18
17-Dec-18 19-Dec-18

MARKETING

Customer Centric Brand Management
High Impact Sales Management
Creating Social Value Through Corporate Social Responsibility

04-Oct-18 06-Oct-18
10-Dec-18 15-Dec-18
14-Jan-19 16-Jan-19

OPERATIONS

Procurement Procedures for World Bank Aided Projects
Inventory Management
Project and Contract Management
Procurement Procedures for World Bank Aided Projects
Materials and Supply Chain Management
Project and Contract Management
Procurement Procedures for World Bank Aided Projects

16-Jul-18 27-Jul-18
30-Jul-18 01-Aug-18
24-Sep-18 28-Sep-18
19-Nov-18 30-Nov-18
03-Dec-18 07-Dec-18
07-Jan-19 11-Jan-19
11-Feb-19 22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance

25-Mar-19 29-Mar-19

POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Program on Rural Industrial Development
and Entrepreneurship

07-Jan-19 11-Jan-19

STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers
Creating Progressive Boards
Driving performance through Transformational Leadership

23-Jul-18 27-Jul-18
17-Sep-18 19-Sep-18
18-Feb-19 22-Feb-19

URBAN GOVERNANCE

Integrated Solid Waste Management
Towards Universal Sanitation in Urban Areas
Public Private Partnership in Urban Infrastructure and Service Delivery
Change Management for Achieving Continuous Water Supply (24/7)
For All In Urban Areas
Faecal Sludge Septage Management
International Certification Programme – Change Management
for Achieving Continuous Water supply for All in Urban Areas -
(India , Jerusalem and Tel Aviv, Israel)
Creating and Managing Digital Presence
Water Sanitation and Hygiene in Schools
Non-Revenue Water and Water Loss Control Management:
Smart Solution for Indian Cities
Infrastructure Planning and Implementation for Smart Cities
Towards Zero Waste- Decentralised Solid Waste Management

16-Apr-18 18-Apr-18
11-Jun-18 13-Jun-18
09-Aug-18 11-Aug-18
29-Nov-18 01-Dec-18
21-Jan-19 23-Jan-19
21-Jun-18 23-Jun-18
21-Jun-18 23-Jun-18
21-Jun-18 23-Jun-18
09-Jul-18 11-Jul-18
19-Sep-18 21-Sep-18
28-Jun-18 30-Jun-18



Administrative Staff College of India

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Dr. Ashutosh Murti
Programme Director

March 10, 2018

Programme on MANAGING RECRUITMENT, SELECTION AND INDUCTION (May 07-09, 2018)

We have designed a programme, "Managing Recruitment, Selection, and Induction" for helping middle level managers to update their skills to meet the challenges of changing recruitment process and business.

The employees are a vital part of determining the success of changing business. Finding the best employees and inducting them for each position requires strong recruitment, selection and induction strategies. Quite importantly, the matching between top talent and your organization will not always find each other. In this regard, individual/teams that are responsible for recruitment, selection, and induction have a crucial role to play in search and selection process to have perfect match. This course provides an in-depth look at the principles, issues, trends and practices requirements affecting recruitment, selection and induction. Participants will acquire the knowledge and skills needed to successfully identify human resources requirements to attract, select and induct an effective workforce.

The programme brochure and a nomination form are enclosed. Photocopies of the nomination form can be used for multiple nominations. Early nominations are advised to ensure that their nomination is considered on a first-come-first served basis. Kindly contact my office/Programmes Office for nominations and clarifications.

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.

With best wishes,

Ashutosh Murti

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
Managing Recruitment, Selection and Induction
(May 07-09, 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 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