



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India
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 20, 2017

Programme on
PERSONAL EFFECTIVENESS

(September 11- 13, 2017)

Dear Sir / Madam

In the complex world of today, it is important to have skills that lead to personal effectiveness. Realizing one's potential requires understanding one's self and also developing competencies that help in managing relationship with others. We at Administrative Staff College of India, have designed the programme on Personal Effectiveness keeping in mind the ever increasing demand placed on individuals to be super productive at all times. This programme caters to the needs of the present day managers and help them develop skills that enhance their personal effectiveness thereby leading to organizational effectiveness.

The programme would be held from **September 11- 13, 2017** at Bella Vista or College Park Campus, Hyderabad. A detailed brochure is enclosed for your information.

Nominations for the programme may be made in the enclosed form. Photocopies of the form can be used in case you would like to nominate more than one person from your organization. Alternately, you could also download the nomination form from our website : www.asci.org.in

I look forward to receiving nominations from your organization.

Sincerely,

P.Subhashini

Encl: Brochure and Nomination Form



asci
Leadership through Learning

Programme on

Personal Effectiveness

September 11-13, 2017



Administrative Staff College of India

BACKDROP

The increasing demands of today can leave even the best of individuals bewildered and stressed. The rise in the quantum of responsibilities is no longer proportionate to the time available and if not anything, the time just appears shrinking. In this scenario, it becomes preponderant to turn the attention to skills that enhance personal effectiveness. This not only leads to effective performance but also helps in creating happy workforce, which almost seems extinct these days. Most of the problems at workplace are not only because of skill or motivation deficit, but also due to unhealthy relationships. To handle this and many other issues confronting executives, it is extremely important to understand the significance of knowing self and others. In other words, developing personality contributes a great deal towards effectiveness at workplace.

The programme on Personal Effectiveness is designed in a way that helps executives deal with their increasing work demands without getting bogged down. It provides them with necessary skills that help them choose a sensible and sensitive approach not only towards their work life but also towards their family. It allows executives to reflect upon themselves and appreciate individual differences. It provides them with skills that develop their personality and make them better adjusting individuals.

OBJECTIVE

To help participants understand their personality and enable them to develop skills that allows them to handle themselves and their relations with other in an effective manner.

PROGRAMME CONTENT

- ◆ Personality Profiling
- ◆ Positive Psychological Capital
- ◆ Working with Emotional Intelligence
- ◆ Organizing Workplace Relationships
- ◆ Developing Leadership Potential
- ◆ Creative Thinking and Problem Solving
- ◆ Communication and Presentation Skills
- ◆ Planning and Prioritizing
- ◆ Coping with Stress

ANDRAGOGY

The Programme would be delivered through interactive sessions, case studies, exercises, group work and video clippings.

PARTICIPANT LEVEL

This Programme is meant for senior and middle level executives of private sector, public sector and government departments. The programme will also be useful for HR professionals and trainers.

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 **September 11- 13, 2017**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAM FEE

Rs.34,000/- (US \$1495 if foreign) plus Service Tax @15% per participant will be charged to cover tuition, board and

lodging, courseware(in electronic form) and other facilities of the College including Internet usage.

Rs.28,000/- plus Service Tax @15% will be charged per Indian participant (not availing 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 September 08, 2017. Bank details are given below.

BANK PARTICULARS

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 – SBHYINBB002Nostro 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	Raj Bhavan Road Branch, Bellavista
Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675

Bank MICR No 500004008
NEFT IFSC Code SBHY0020063

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 **August 28, 2017**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

September 04, 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

E-mail: subhashini@asci.org.in

ASCI Management Development Programs for 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

Leadership and Performance Management	10/Jul/2017	14/Jul/2017
General Management Programme for Senior Executives (SEC) - 129	10/Jul/2017	04/Aug/2017
Advanced Management Programme: Empowering Proven Leaders to Drive Strategic Renewal for Sustainable Growth - (Study Tour to EU)	07/Aug/2017	18/Aug/2017
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-NRRC 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	13/Nov/2017	17/Nov/2017
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ENERGY

Regulating Electricity Tariffs and Related Issues	03/Jul/2017	07/Jul/2017
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ENVIRONMENT

Environmental Impact Assessment for Projects	12/Jun/2017	14/Jun/2017
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FINANCE

Credit Appraisal in Banks & Financial Institutions	17/Jul/2017	21/Jul/2017
Credit Monitoring & Follow-up in Banks/Financial Institutions	22/Nov/2017	24/Nov/2017
Finance for Non-Finance Executives	04/Dec/2017	06/Dec/2017
Strategies for Cost Leadership	08/Jan/2018	10/Jan/2018
Treasury and Risk Management in Banks/Financial Institutions	22/Jan/2018	24/Jan/2018
Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions	29/Jan/2018	31/Jan/2018
Business Risk Management	05/Feb/2018	09/Feb/2018
Advanced Financial Management	12/Feb/2018	14/Feb/2018
Evaluating and Financing Public Private Partnership Projects	26/Feb/2018	2/Mar/2018

HEALTHCARE MANAGEMENT

Certificate Course in Healthcare Quality	10/Jan/2018	12/Jan/2018
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HUMAN DEVELOPMENT

Creating Change Makers: Training Programme for New Age Women Professionals	21/Aug/2017	25/Aug/2017
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
Abhivyaakti-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	05/Mar/2018	07/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 The 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 The World Bank Aided Projects	12/Feb/2018	23/Feb/2018

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Translating Entrepreneurship to Enterprise	04/Dec/2017	08/Dec/2017D
Rama Rao		

STRATEGIC MANAGEMENT

Developing Strategic Mindset for Functional Managers	19/Jun/2017	23/Jun/2017
Driving Performance through Strategic Initiatives	24/Jul/2017	26/Jul/2017
Creating Progressive Boards	16/Aug/2017	18/Aug/2017
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 (Phase - I)	13/Jun/2017	15/Jun/2017
for Achieving Continuous Water Supply for All in Urban Areas - (Phase - II)	16/Jun/2017	22/Jun/2017
Study Tour: (India & Tel Aviv & Jerusalem in Israel) - Creating and Managing Digital Presence	19/Jun/2017	21/Jun/2017
Towards Zero Waste- Decentralised Solid Waste Management	28/Jun/2017	30/Jun/2017
Public Private Partnership in Urban Infrastructure & Service Delivery	21/Aug/2017	23/Aug/2017
Soft Skills for Professionals in Urban Management	28/Aug/2017	30/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 Forces Officers	05/Jun/2017	17/Nov/2017
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Administrative Staff College of India

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

Telefax (Programmes Office) : 0091-40-23324365

Phone : 0091-40-66534247, 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
PERSONAL EFFECTIVENESS

(September 11- 13, 2017)

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 :	_____
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 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