

Programme on
Positive Organisational Behaviour
February 12 - 14, 2018



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

BACKDROP

A lot had been said about dysfunctional behaviours, negative attitudes and unproductive beliefs in the history of organisational behaviour so much so that organisational behaviour reflects to larger extent negativity at its best and only projects what doesn't work and what needs to be changed.

A major attempt to shift the focus of organisations to a more positive one has been made by Fred Luthans who build his work from the contributions of the positive psychology movement initiated by Martin Seligman. The programme on positive organisational behaviour encapsulates the virtues of human strengths, positive emotional and cognitive states and the benefit of flourishing workplace relationships in making organisations both adorable and effective.

OBJECTIVES

- Draw on human strengths to enhance productivity
- Capitalize on positive emotional and cognitive states to improve performance

CONTENT

- Strengths Advantage
- PERMA
- Happiness at Work
- Positive Psychological Capital
- Flourishing Workplace Relationships
- Strengths Based Coaching

ANDRAGOGY

The programme would be delivered through interactive lectures, case studies, exercises, group work and role plays.

PARTICIPANT LEVEL

The programme is meant for senior and middle level executives of private sector, public sector and Government departments.

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 College is WiFi enabled in a comprehensive way.

DURATION

The Programme is from February 12–14, 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 fee is credited in to our Bank account before February 09, 2018. Bank details are given below.

For Foreign Participants:

| | |
|----------------------|---|
| Receiver's | State Bank of India, New York |
| Correspondent Bank | SWIFT: SBINUS33 ABA Routing No.: 026009140 |
| For Credit of | State Bank of India, Treasury department, Hyderabad, India, SWIFT-SBININBB602 NOSTRO A/C No.: 2111001212001 REF.NO.05055 |
| Ultimate Beneficiary | Administrative Staff College of India, Account No.: 62090698960, State Bank of India Bellavista, Rajbhavan 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 January 29, 2018. Kindly contact Ms. V. Naga Swapna, Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

February 05, 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

E-mail:subhashini@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

FINANCE

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

HUMAN DEVELOPMENT

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

HUMAN RESOURCE MANAGEMENT

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

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

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

OPERATIONS

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

STRATEGIC MANAGEMENT

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 Study Tour: (India & Tel Aviv & Jerusalem in Israel) - Phase - II Intimate Later
 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



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 P Subhashini
Programme Director

December 08, 2017

**Programme on
Positive Organisational Behaviour
February 12 – 14, 2018**

Dear Sir/Madam

A lot had been said about negative workplace behaviours, problematic relationships, ill defined work norms, negative office politics and toxic people. The over emphasis on the negatives had also made it difficult for us to appreciate the positive or maybe even identify it. Organisations could benefit by focusing on human strengths and taking advantage of the positive emotional and cognitive states, which in turn leads to greater productivity and improved performance.

The programme on 'Positive Organisational Behaviour' has been designed to help managers/leaders tap the potential of people by focusing on strengths and help build more resilient and effective organisations. The programme would be held from February **12-14, 2018** at Bella Vista or College Park Campus, Hyderabad. Detailed brochure is enclosed for your information.

You may nominate executives from your organisation using the enclosed form. For more than one nomination, you could use photocopies of the form. Alternately, you may also download the form on our website www.asci.org.in.

I look forward to receiving nominations from your organisation.

With regards,

P. Subhashini

Encl : Brochure & Nomination form



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

Nomination Form
Programme on
Positive Organisational Behaviour
February 12 – 14, 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. V. Naga Swapna, Programs 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