



ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)
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Dr. Sreerupa Sengupta
Dr. Balbir Singh
Programme Directors

August 10, 2017

Programme for Young Managers **(October 30 – November 3, 2017)**

Dear Sir/Madam,

Warm Greetings!

We have great pleasure in enclosing the brochure of our new Management Development Programme for Young Managers scheduled from October 30 to November 3, 2017.

The program is designed for young managers entrusted with diverse responsibilities in their respective organizations. It provides the participants with a unique opportunity to interact with professionals from diverse organizations, industry experts, speakers and ASCI faculty.

The program has the objective of imparting practical skills to participants by exposing them to management theories and their implementation in actual practice. Programme deals with indispensable skills for young managers, familiarizing participants with the multitude of opportunities and contemporary challenges in order to become a successful manager.

Details of topics covered in the programme are available in the brochure.

Besides presentations by experts in respective areas, the programme also uses exercises, case studies, class room discussions and group work to enhance knowledge and skills of the participants.

Enclosed brochure outlines the details of the programme and other relevant information. Copies of the enclosed nomination form may be used for additional nominations.

We are confident that it will be of interest to you and your colleagues. We look forward to participation of your organisation in this programme.

Please note that the nominees are required 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 hospitalisation.

Thanking you,

Cordially Yours,

S. Sengupta

Dr. Sreerupa Sengupta
(Programme Director)

B/S

Dr. Balbir Singh
(Programme Director)

Encl: Brochure and Nomination Form

PROGRAMME OVERVIEW

Young managers form a vital resource in an organisation. Top management worldwide have acknowledged the significant contribution made by young managers and recognise that they play a pivotal role in future success of the organisation. Young managers are entrusted with multifarious responsibilities, often expected to go beyond their domain expertise and respond to change and market demand.

This five day course is designed to give young managers greater confidence, knowledge and equip them with skills to be a team builder and motivate individuals to put in their best efforts. The aim of the course is to help participants acquire fresh skills, realise their core strength, most importantly understand issues at individual and team levels and place them in the context of the objective of the organisation.

OBJECTIVES

The programme has the following broad objectives:

- ◆ Strengthen interpersonal skills, management acumen and help them lead with confidence
- ◆ Facilitate participants enhance performance of their teams
- ◆ Master skills to expand the sphere of influence within and outside the organisation
- ◆ Develop attitude for driving the vision of top management and making decisions in tough times

PROGRAMME CONTENT

- ◆ Leadership Styles
- ◆ Customer Relationship Management
- ◆ Data analytics
- ◆ Corporate Social Responsibility
- ◆ Diversity and Inclusion
- ◆ Organisational behaviour
- ◆ Business game
- ◆ Information Technology
- ◆ Ethics at Workplace
- ◆ Gender and law

PARTICIPANT PROFILE

The programme provides incredible opportunity to young managers for strategic roles within their own organisation and prepares them to act with power and persuasion. The program is most suited for managers (with minimum of 7 years of work experience) from various functional areas and identified as 'change agents' by their respective organizations. We are aiming to get managers from diverse backgrounds from private, public and government sectors to juxtapose diverse viewpoints in the group.

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.

DURATION

The Programme is from **30 October – 3 November 2017**. The participants are expected to arrive a day before and leave after the completion of the programme.

PROGRAMME FEE

Rs. 54,000/- (US\$1840 if foreign) plus 18% GST 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.46,500/- plus 18% GST for Indian participants not availing hostel accommodation will be charged 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 27, 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 – SBININBBH04Nostro A/c No.6550992180.
Ultimate Beneficiary	Administrative Staff College of India, Account No.62090698960, State Bank of India, Bellavista Branch, Raj Bhavan Road 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, Bellavista Branch
Address line 3	Hyderabad – 500 082

Beneficiary A/c Name	Administrative Staff College of India
Bank A/c Number	62090698675
Bank MICR No	500004008
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 16, 2017**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 23, 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 Directors

Dr. Sreerupa Sengupta
E-mail: sreerupa@asci.org.in

Dr. Balbir Singh
balbir@asci.org.in

ASCI Management Development Programs 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) Programme for Young Managers	09/Oct/2017	13/Oct/2017
General Management Programme for Middle Level Executives	30/Oct/2017	03/Nov/2017
MDP for Women Executives	30/Oct/2017	09/Nov/2017
General Management Programme for Senior Executives (SEC) - 130	08/Jan/2018	02/Feb/2018
ASCI-NRCC 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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FINANCE

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

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

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	13/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

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

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

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/2017
Rama Rao		

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

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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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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Nomination Form

Management Development Programme for Young Managers

(October 30 – November 3, 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