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Administrative Staff College of India

Programme on

# Enhancing Managerial Effectiveness

February 22-26, 2010

## INTRODUCTION

The fast changing business scenario and an increasingly competitive environment are sending strong signals for change in organisational culture and managerial practices. Organisations which have largely been static and mechanistic so far need to become dynamic, organic and innovative now. Managers, therefore, have to reorient their functioning by shifting attention from more efficiency in performance to effectiveness and excellence.

In order to facilitate this process of change in the organizational culture, managers should orient themselves towards entrepreneurial management strategies in effectively managing the human resource and other assets of an organisation. No doubt, many organisations are giving due importance to general management and human resource development programmes. These programmes, however, do not seem to lay adequate emphasis on the promotion of the psychological well-being of the employees. This aspect can no longer be ignored in the contemporary stress ridden environment as its impact on human relations in the work environment and overall performance of the organisation will be immense in the long run. Thus, managing people and achieving desired change in organizational culture through them is a really demanding task in the pursuit of organizational excellence. It is, therefore, necessary for managers to enhance periodically their repertoire of managerial skills and competencies for effective

utilization of human resource. This would enable them to face the emerging challenges and turn them into opportunities for individual and organizational development.

## PROGRAMME OBJECTIVES

The present module is designed to provide participants a learning environment, wherein they would sharpen and enhance personal and managerial skills and competencies required to :

- ◆ develop a healthy organisational culture which facilitates the accomplishment of organisational objectives as well as individual goals;
- ◆ promote psychological well-being of employees;
- ◆ help them understand their own strengths and weaknesses and learn the strategies of self-development; and
- ◆ prepare themselves to face future challenges.

## PROGRAMME CONTENT

The following and the related topics to be covered are, building a healthy organisational culture, stress management, communication skills, employee counselling, interpersonal effectiveness, group dynamics and management of change, etc.

## TRAINING METHODOLOGY

The training methodology would include experiential learning exercises, group discussions, and personal counselling, besides lecture-cum-discussion sessions.

## ELIGIBILITY FOR ADMISSION

Senior and middle level executives (Managers/Administrators) of public and private sector organisations, Government departments and service organisations such as banks, corporate hospitals, transport corporations, etc., are eligible to participate.

***Organisational sponsorship is essential***

## VENUE

The Programme is fully residential and the participants will be accommodated in single air-conditioned rooms in the Bella Vista or the College Park Campus of the College at Hyderabad. The College does not provide accommodation for the family. Transport between Airport/Railway Station and Campus will be arranged by the College.

## DURATION

The Programme duration is from **Monday, February 22, 2010 to Friday, February 26, 2010**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

**Rs. 30,000/-** (US \$ 950 if foreign) plus Service Tax @10.30% per participant will be charged to cover tuition, board and lodging, courseware and other facilities of the College including

Internet usage. Local participants not availing hostel accommodation will be given a discount of Rs.1,000/- per day for the duration of the programme.

A concession of ten per cent is given to the second nominee and onwards. A ten per cent concession is also given to a woman participant, either as a lone nominee or by treating her nomination as a first nominee in a group of nominations.

***The College is exempted from Income Tax, and hence TDS should not be deducted.***

## LAST DATE FOR NOMINATION

The nomination form duly filled in along with the Demand Draft made out in favour of "**Administrative Staff College of India**" payable at Hyderabad should reach the **Programmes Officer** by **February 8, 2010**.

## LAST DATE FOR WITHDRAWAL

**February 15, 2010**. Any withdrawal after this date will entail forfeiture of fee paid.

## ASCI ALUMNI ASSOCIATION

Participants of College Programmes will automatically become members of ASCI Alumni Association.

## CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the Programme.

## PROGRAMME DIRECTOR

**Dr. Ali A. Firdausi**

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