



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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Dr P Subhashini
Programme Director

November 27, 2018

Programme on
DECISION MAKING FOR EFFECTIVE LEADERSHIP

(February 18 - 20, 2019)

Dear Sir/Madam,

Making decisions might look very simple at the face value but upon deeper analysis the complexities surrounding it start appearing. One simple decision can make or break an organization, which is why it becomes absolutely necessary to consider decision making seriously. Effective leadership, to a large extent, depends on the leader's capacity to make proper decisions. If a leader is able to analyse a situation, weigh alternatives, before making decisions then most of the problems in decision-making can be avoided.

This programme on 'Decision Making for Effective Leadership' is designed for middle and senior level managers/executives/administrators. It provides an insight into the process of decision-making and throws light on some of the tools and techniques of effective decision-making.

A brochure outlining the details of the programme and other related information together with a nomination form is enclosed. Facsimiles of the nomination forms may also be used for multiple nominations.

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.

I look forward to receiving nominations from your organization latest by February 11, 2019.

With best wishes,

Yours sincerely,

P. Subhashini

Encl : Brochure & Nomination form

Programme on

Decision Making For Effective Leadership

February 18-20, 2019



Administrative Staff College of India

BACK DROP

Decision Making is one of the most important functions of a leader. Effective leadership, to a large extent, depends on the leader's capacity to make proper decisions. If a leader is able to analyze a situation, weigh alternatives and select the best alternative, then most of the problems in decision-making can be avoided. However, decision making is a lot more complex than it might appear. There are many psychological factors that impact decision making. The programme on 'Decision Making for Effective Leadership' is designed to provide insight into factors that influence decision making and familiarize participants with processes and techniques that help in improving the decision quality.

OBJECTIVES

The objectives of the programme are to:

- ◆ Provide an overview the process of Effective Decision Making
- ◆ Enhance Decision Making Skills

CONTENTS

The Programme content would include the following:

- ◆ Process of Decision Making
- ◆ Decision Making Styles
- ◆ Individual vs. Group Decision Making
- ◆ Leadership for Effective Decision Making
- ◆ Problems in Decision Making
- ◆ Decision Making Techniques
- ◆ Creative Decision Making

ANDRAGOGY

The Programme would be delivered through:

- ◆ Self-Exploratory Exercises
- ◆ Collaborative Tasks

- ◆ Practice Sessions
- ◆ Simulations
- ◆ Peer Coaching
- ◆ Interactive Sessions

PARTICIPANT PROFILE

The programme is designed for middle and senior level managers across functions from different sectors. This programme would prove beneficial for managers who are involved in the decision making processes of a company.

Organisational sponsorship is essential

VENUE

The Programme is fully residential and the participants will be accommodated in air-conditioned single occupancy 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 duration is from **February 18 - 20, 2019**. The Participants are expected to arrive a day before the commencement and may leave after the conclusion of the Programme.

PROGRAMME FEE

Residential Fee: Rs. 34,000/- (US \$690 for foreigners) 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 into our Bank account before **February 15, 2019**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (**Prg/18-19/1/84**) to e-mail: **income@asci.org.in** for confirmation.

Bank details are given below:

For Indian Participants :

Bank A/c Number 62090698675
Beneficiary Name Administrative Staff College of India
IFSC Code SBIN0020063
Bank Name State Bank of India
Branch Address Bellavista Branch, Raj Bhavan Road,
Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank A/c Number 62090698960
Beneficiary Name Administrative Staff College of India
Swift Code SBININBBH04
Bank Name State Bank of India
Branch Address Bellavista Branch, Rajbhavan Road,
Somajiguda, Hyderabad - 500 082.
Nostro Account 6550992180
(Optional)

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 hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for sending nominations is **February 11, 2019**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

February 12, 2019. 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 ASCI Alumni Association.

CERTIFICATE OF PARTICIPATION

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

Programme Director

Dr P. Subhashini

email: subhashini@asci.org.in

ASCI Management Development Programmes for 2018-19

BUSINESS COMMUNICATION

Communication Skills for Managers 21-Jan-19 25-Jan-19

ECONOMICS

Financial Systems, Management and Accountability in Government 28-Jan-2019 1-Feb-2019

ENERGY

Renewable Energy Regulation 21-Jan-19 23-Jan-19

ENVIRONMENT

Climate Change Adaptation and Disaster Risk Reduction 04-Feb-19 06-Feb-19

FINANCE

Strategies for Cost Leadership 23-Jan-19 25-Jan-19

Enterprise Risk Management 04-Feb-19 08-Feb-19

Advanced Financial Management 11-Feb-19 13-Feb-19

HUMAN RESOURCE DEVELOPMENT

Personal Effectiveness 7-Jan-19 9-Jan-19

Ensuring Health Care Quality: Risk Management and Innovation 16-Jan-19 18-Jan-19

Building and Leading Effective Teams 04-Feb-19 08-Feb-19

Positive Organizational Behaviour 04-Feb-19 06-Feb-19

Decision Making for Effective Leadership 18-Feb-19 20-Feb-19

Enhancing Interpersonal Effectiveness through Transactional Analysis 18-Feb-19 20-Feb-19

Strategic Human Resource Management with International Study Tour 11-Mar-19 23-Mar-19

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management 07-Feb-19 09-Feb-19

LAND ACQUISITION, RESETTLEMENT AND REHABILITATION

Index-based Crop Insurance-Concepts, Design and Implementation intimate later

MARKETING

Creating Social Value Through Corporate Social Responsibility 21-Jan-19 23-Jan-19

OPERATIONS

Project and Contract Management 07-Jan-19 11-Jan-19

Procurement Procedures for The World Bank Aided Projects 11-Feb-19 22-Feb-19

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Sustainable Development Goals and Good Governance 25-Mar-19 29-Mar-19

POVERTY STUDIES AND RURAL DEVELOPMENT

Capacity Building Programme on Rural Industrial Development and Entrepreneurship 07-Jan-19 11-Jan-19

STRATEGIC MANAGEMENT

Driving Performance through Transformational Leadership 18-Feb-19 22-Feb-19

URBAN GOVERNANCE

Faecal Sludge Septage Management 21-Jan-19 23-Jan-19

Towards Universal Sanitation in Urban Areas 04-Feb-19 06-Feb-19



Administrative Staff College of India

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

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Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



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

Nomination Form
Programme on

DECISION MAKING FOR EFFECTIVE LEADERSHIP

(February 18 - 20, 2019)

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 :	_____
GSTIN :	_____
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 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