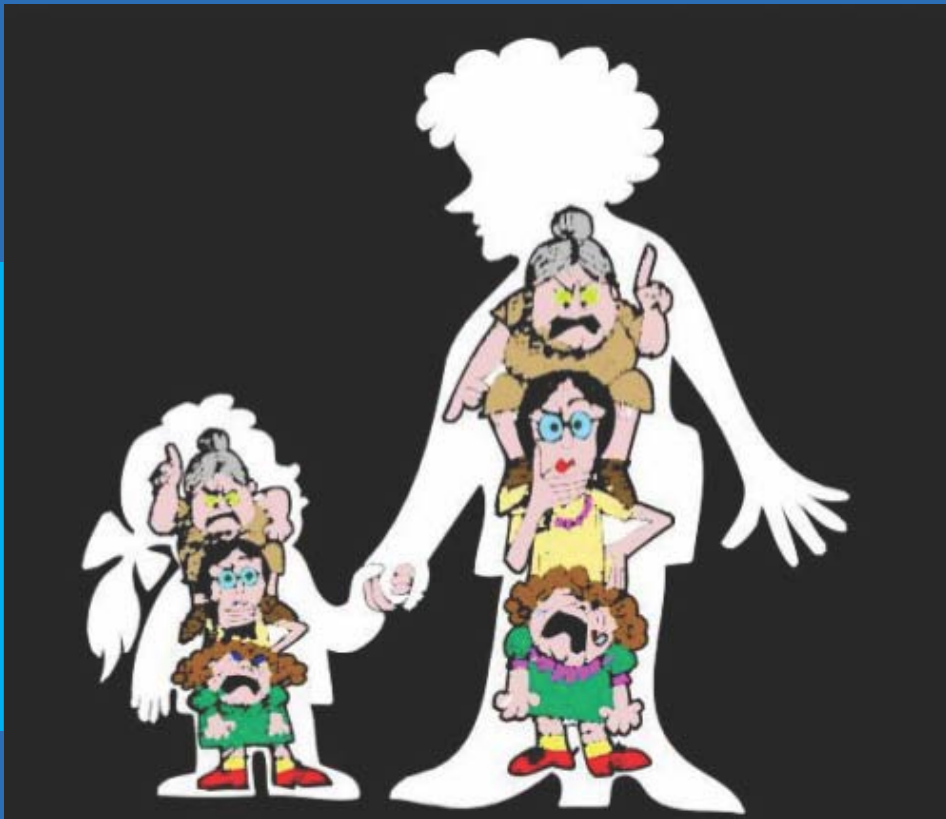


Programme on

# Enhancing Interpersonal Effectiveness through Transactional Analysis

February 18 - 20, 2019



**asci**  
Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

## INTRODUCTION

Transactional Analysis is a theory developed by Dr Eric Berne in the 1950s. Originally trained in psychoanalysis, Berne wanted a theory which could be understood and available to every one and began to develop what came to be called Transactional Analysis (TA). Transactional Analysis is a social psychology and a method to improve communication. The theory outlines how we have developed and treat ourselves, how we relate and communicate with others, and offers suggestions and interventions which will enable us to change and grow. Transactional Analysis is underpinned by the philosophy that :

- People can change
- We all have a right to be in the world and be accepted

## OBJECTIVES

The objectives of the programme are to:

- Enable the participants to have insight into their personality
- Understand how the participants relate themselves to others in their teams and organization in particular and society in general
- Learn technique for behavioural change leading to effective interpersonal relationships.

## PROGRAMME CONTENT

- The areas of discussion will include
- Why do we behave the way we behave? - Ego-state model
- The way we communicate with others - Transactional analysis
- Why do we communicate? - Strokes
- Our view of the world. Relationship with ourselves and with others-Life position
- The scripts we follow
- The imperatives of change - autonomy
- Effective communication
- Improving interpersonal relationships.

## LEARNING TECHNOLOGY

The programme is designed to take the participants through the simple but elegant theory of Transactional Analysis using discussions, individual and group exercises, and experience sharing. Going beyond the theory, the participants will also learn and internalize various practical techniques to bring about change in themselves.

## PARTICIPANT LEVEL

The programme would be beneficial to all those interested in enhancing their interpersonal effectiveness through the understanding of transactional analysis.

***Organisational sponsorship is essential***

## VENUE

The programme is fully residential and the participants will be accommodated in single occupancy 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. The campus is WiFi enabled.

## DURATION

The Programme duration is for 3 days and is scheduled 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/18-19/1/85) to e-mail: [income@asci.org.in](mailto:income@asci.org.in) for confirmation.**

Bank details are given below:

### **For Indian Participants :**

Bank Account 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 Account 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 hospitalization.

## **LAST DATE FOR NOMINATION**

Please use the prescribed/attached form. Last date for receiving nomination is February 11, 2019. Kindly contact Programmes Officer for further details (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 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**  
**Prof. J. Swarnalatha**  
E-mail: [swarnalathaa.j@asci.org.in](mailto:swarnalathaa.j@asci.org.in)

# ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2018-19

## MANAGEMENT DEVELOPMENT PROGRAMMES

Program for Young Managers	26-Nov-18	30-Nov-18
MDP for Women Executives	03-Dec-18	07-Dec-18

## BUSINESS COMMUNICATION

Individual Excellence for Organizational Effectiveness	26-Nov-18	30-Nov-18
Leadership Skills Development	17-Dec-18	21-Dec-18
Communication Skills for Managers	21-Jan-19	25-Jan-19
Managing Creativity & Innovation	04-Mar-19	06-Mar-19

## ECONOMICS

Financial Systems, Management and Accountability in Government	26-Nov-18	30-Nov-18
--	-----------	-----------

## ENERGY

Renewable Energy Regulation	21-Jan-19	23-Jan-19
Smart Grid Technology and its Application in Power Sector	10-Dec-18	12-Dec-18

## ENVIRONMENT

SDGs and Climate change: Opportunities and challenges of adaptation and mitigation	03-Dec-18	05-Dec-18
Climate Change Adaptation and Disaster Risk Reduction	04-Feb-19	06-Feb-19

## FINANCE

Finance for Non-Finance Executives	10-Dec-18	12-Dec-18
Infrastructure Financing	19-Nov-18	23-Nov-18
Entreprise Risk Management	04-Feb-19	07-Feb-19
Strategies for Cost Leadership	23-Jan-19	25-Jan-19
Advanced Financial Management	11-Feb-19	13-Feb-19

## HEALTH CARE MANAGEMENT

Certificate Course in Health Care Quality	28-Nov-18	30-Nov-18
---	-----------	-----------

## HUMAN RESOURCES DEVELOPMENT

Ensuring Health Care Quality: Risk Management and Innovation	16-Jan-19	18-Jan-19
Programme on Conflict Management and Negotiation Skills	10-Dec-18	12-Dec-18
Programme on 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
Team Dynamics: Activity Based Approach	10-Dec-18	14-Dec-18
Leadership Engagement and Development	10-Dec-18	14-Dec-18
Effective Trade Union Management	17-Dec-18	21-Dec-18

Personal Effectiveness	07-Jan-19	09-Jan-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

## INFORMATION TECHNOLOGY

Strategic R& D Management	10-Dec-18	12-Dec-18
Leveraging Big Data and Analytics	19-Dec-18	21-Dec-18

## 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	17-Dec-18	19-Dec-18
--	-----------	-----------

## MARKETING

High Impact Sales Management	10-Dec-18	15-Dec-18
Creating Social Value Through Corporate Social Responsibility	14-Jan-19	16-Jan-19

## OPERATIONS

Procurement Procedures for World Bank Aided Projects	19-Nov-18	30-Nov-18
Materials and Supply Chain Management	03-Dec-18	07-Dec-18
Project and Contract Management	07-Jan-19	11-Jan-19
Procurement Procedures for World Bank Aided Projects	11-Feb-19	22-Feb-19

## PUBLIC POLICY GOVERNANCE AND PERFORMANCE

SDGs and Good Governance	25-Mar-19	29-Mar-19
--------------------------	-----------	-----------

## POVERTY STUDIES AND RURAL DEVELOPMENT

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

## STRATEGIC MANAGEMENT

Creating Progressive Boards	November 2018	
Driving performance through Transformational Leadership	18-Feb-19	22-Feb-19

## URBAN GOVERNANCE

Change Management for Achieving Continuous Water Supply (24/7) For All In Urban Areas	29-Nov-18	01-Dec-18
Faecal Sludge Septage Management	21-Jan-19	23-Jan-19
International Certification Programme – Change Management for Achieving Continuous Water supply for All in Urban Areas - (India, Jerusalem and Tel Aviv, Israel)		



## Administrative Staff College of India

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

Telefax (Programmes Office) : 0091-040-23324365

Phone : 0091-40-66534247, 66533000, Mobile: 9246203535

Fax : 0091-40-66534356, E-mail: poffice@asci.org.in

## Delhi Campus

C-24, Institutional Area

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

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

Phone : 0091-40-66533000 13 Lines, 66534265 (Direct), Fax: 0091-40-66534356

Email: [poffice@asci.org.in](mailto:poffice@asci.org.in), URL : <http://www.asci.org.in>

**Prof. J. Swarnalatha**  
Programme Director

November 23, 2018

Dear Sir/ Madam,

**Programme on  
Enhancing Interpersonal Effectiveness through  
Transactional Analysis  
(February 18 - 20, 2019)**

We are enclosing our brochure for this unique three-day programme on TA for Interpersonal Effectiveness. While there has been growing realization that interpersonal relationship is very important for achieving organizational goals, there has been little effort by organizations to enable their managers to develop the skills of interpersonal relationship. This programme is designed to bridge this gap.

Although the programme is based on the simple but profound theory of Transactional Analysis, it is designed keeping in mind the need for managers to internalize the concepts within the short duration of the training programme. The delivery will be free of jargons and intimidating theoretical digressions. The thrust of the programme is self-realization and reinventing one's relations with others, particularly in the context of organizational functioning. The programme will be highly practical with hands-on exercises and group discussions.

We are sure that you will find the programme useful to your managers. We are enclosing the nomination form. In case you need more nomination forms, the same can be photocopied for multiple nominations. We advise you to take early action in the matter so that your nomination is considered on first-come-first served basis.

We do look forward to receiving nomination(s) from your esteemed organization.

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.

Thanking you for your interest and support for the Management Development Programmes of the College.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'J. Swarnalatha', written in a cursive style.

(J. Swarnalatha )

Encl : Brochure and Nomination Form



**asci**  
Leadership through Learning

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

**Programme on  
Enhancing Interpersonal Effectiveness through  
Transactional Analysis  
(February 18 - 20, 2019)**

**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 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](mailto:poffice@asci.org.in)