



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

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email: poffice@asci.org.in, URL:<http://www.asci.org.in>

Dr P Subhashini
Programme Director

November 27, 2018

Programme on
Positive Organisational Behaviour

February 04 – 06, 2019

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 04 – 06, 2019 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

Programme on

Positive Organisational Behaviour

February 04-06, 2019



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.

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 is from **February 04 – 06, 2019**. The participants are expected to arrive a day before and may leave after the completion 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 01, 2019**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/18-19/1/83)** 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 hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nomination is January 28, 2019. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 29, 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 the 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.

Phone : 0091-40-66533000, 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



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

Nomination Form

Programme on

Positive Organisational Behaviour

February 04 – 06, 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