



asci
Leadership through Learning

Programme on
**STRESS AND TIME MANAGEMENT
TOWARDS MINDFULNESS**

(February 09-11, 2026)



Administrative Staff College of India
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

PROGRAMME OVERVIEW

This programme equips participants with essential time management and stress reduction strategies to enhance productivity and well-being. Aligned with Karmayogi Principles, it fosters self-awareness, adaptability, and resilient leadership, enabling individuals to manage priorities effectively and maintain focus under pressure.

Participants will gain practical tools to handle workload challenges, set achievable goals, and prevent burnout while fostering a growth-oriented mindset. The programme also strengthens self-discipline, problem-solving, and decision-making abilities to navigate uncertainty and dynamic work environments. Through interactive sessions, real-world case studies, experiential exercises, and guided meditation, participants will cultivate ethical leadership and a commitment to continuous learning, enabling them to lead confidently and adaptably.

OBJECTIVES

- ▶ Master time management techniques to prioritise tasks and achieve goals effectively, in alignment with Karmayogi principles.
- ▶ Identify stress triggers and implement strategies to enhance resilience and emotional well-being.
- ▶ Cultivate self-discipline and focus to manage distractions and optimise performance under pressure.
- ▶ Strengthen planning and organisational skills to improve productivity and meet deadlines consistently.
- ▶ Foster work-life balance through self-mastery and continuous learning.
- ▶ Enhance organisational and prioritisation skills to manage workload efficiently and deliver results.
- ▶ Develop emotional stability and self-awareness to tackle workplace challenges with confidence.
- ▶ Create a high-performing, adaptable workforce rooted in ethical leadership and resilience.

CONTENT

Day 1: Foundations of Time Management & Self-Discipline

Participants will explore essential time management and prioritisation techniques to boost efficiency. The session covers:

- ▶ Identifying distractions and overcoming procrastination.
- ▶ Developing self-discipline for sustained focus.

- ▶ Practical frameworks like the Eisenhower Matrix and SMART Goals.
- ▶ Mindfulness exercises to improve concentration.

Day 2: Stress Management & Emotional Resilience

This session addresses stress triggers and resilience-building strategies, helping participants manage workplace pressures. Key takeaways include:

- ▶ Coping mechanisms for anxiety and emotional stability.
- ▶ Guided meditation and relaxation exercises.
- ▶ Case studies on sustaining performance under stress.

Day 3: Optimizing Performance & Sustaining Growth Communication in workplace coaching

The final day emphasises strategic planning and decision-making under pressure. Participants will:

- ▶ Enhance problem-solving skills to manage workloads effectively.
- ▶ Learn techniques for long-term productivity and adaptability.
- ▶ Develop a personal action plan for sustained success.

METHODOLOGY

Participants will engage in a dynamic, interactive learning experience, including:

- ▶ Real-world case studies and experiential exercises.
- ▶ Guided meditation and mindfulness techniques.
- ▶ Self-assessments and group discussions.
- ▶ Problem-solving activities for practical application.

FACULTY

Dr Tanusree Chakraborty, a distinguished expert in leadership development, behavioural sciences, and executive education, leads the programme. She has extensive experience in time management, productivity enhancement, and stress resilience and has designed and facilitated impactful training sessions for professionals across industries.

The programme also features renowned industry experts and academic thought leaders, offering diverse insights on stress management, mindfulness, and efficiency optimisation.

PARTICIPANT PROFILE

This programme is designed for professionals at all levels, including managers, team leaders, and executives seeking to enhance time management and stress resilience. Ideal for individuals looking to improve focus, productivity, and mindfulness, the programme provides

actionable strategies for prioritisation, emotional resilience, and decision making under pressure, enabling participants to navigate workplace challenges confidently and effectively.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air-conditioned single-occupancy rooms. The college does not provide accommodation for the family. The college campus is Wi-Fi-enabled comprehensively.

DURATION

The programme duration is 3 days, starting from **February 09-11, 2026**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 43,700/- (US \$ 683 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. 37,700/- plus GST as applicable (presently 18%) per participant. The fee covers tuition, courseware (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 04, 2026**.

Note: Kindly forward us the details of Bank/ Wire transfer of fee payment indicating the **Programme Code (Prg/25-26/1/187)** e-mail: to **poffice@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	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.
Country	India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. The last date for receiving nominations **February 02, 2026**. Kindly contact the Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

February 06, 2026. 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 the conclusion of the programme.

Programme Director

Dr Tanusree Chakraborty

Email: tanusree@asci.org.in



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,76,500. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2025-26.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

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College Park Campus

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Hyderabad - 500 034.

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Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

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

Nomination Form

Programme on

Stress and Time Management Towards Mindfulness

(February 09-11, 2026)

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 No. :	_____
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. Sreenivasa Reddy, 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