

Programme on Building and Leading Effective Teams (February 11 - 13, 2026)



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

PROGRAMME OVERVIEW

In today's dynamic business environment, the ability to build and lead high-performing teams comprising individuals from diverse backgrounds, skills, and experiences has become critical to organisational success. Effective teams optimise the use of human resources and talent, enhance problem-solving capabilities, and drive goal achievement. This programme focuses on developing cohesive teams that foster collaboration, innovation, and sustained organisational performance.

OBJECTIVES

- Develop strategies to manage interpersonal differences and workplace conflicts effectively.
- Cultivate an organisational culture that encourages teamwork and collaboration.
- Enhance creative thinking and interpersonal skills to build strong team relationships.

CONTENT

Day I: Foundations of Team Building, Leadership and Motivation

- Understanding team dynamics and the principles of collaboration
- Characteristics of high-performing teams
- Stages of team development: Forming, Storming, Norming, Performing, and Adjourning
- Leadership styles and their influence on team outcomes
- Strategies to engage, inspire, and motivate team members
- Fostering trust and psychological safety in team environments

Day II: Communication, Conflict Resolution, and Collaborative Decision-Making

- The role of effective communication in team success
- Active listening, constructive feedback, and conflict resolution techniques
- Embracing diversity and promoting inclusive team interactions
- Tools to enhance teamwork, collaboration, and synergy
- Decision-making frameworks for collective problem-solving
- Encouraging innovation and responsiveness within teams

Day III: Performance Management and Sustaining Team Excellence

- Evaluating and improving team performance
- Managing change and overcoming team challenges
- Best practices for sustaining high performance and long-term team effectiveness

METHODOLOGY

The programme adopts an experiential learning approach through interactive lectures, group discussions, case studies, simulations, and role-plays. Emphasis is placed on real-life workplace scenarios to provide actionable insights. Participants engage in reflective exercises and collaborative tasks that reinforce learning and promote the development of practical team management skills.

FACULTY

The programme is delivered by a distinguished team of faculty members from the Centre for Human Resource Development (CHRD), led by **Dr. Ashok Kumar Patnaik**, Professor and **Dr. Bharath Shashanka Katkam**, Assistant Professor. The faculty pool also includes experts from ASCI, senior bureaucrats, CEOs, business consultants, and legal and technical advisors with extensive experience in leadership and organisational development. Drawing from academia and industry, their insights will enrich the learning experience with practical relevance and strategic depth.

PARTICIPANT PROFILE

This programme is ideal for junior, middle, and senior-level executives, managers, and professionals in leadership or decision-making roles. It is particularly beneficial for individuals looking to enhance their leadership capabilities, improve team management skills, and drive organizational performance through collaborative and inclusive practices.

Organisational Sponsorship is Essential for Participation.

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 is Wi-Fi enabled comprehensively.

DURATION

The programme duration is 3 days, starting from **February 11 - 13, 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, 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 09, 2026**.

Note: Kindly forward us the details of the Bank/ Wire transfer of the programme fee through email 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, India

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, Raj Bhavan 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 hospitalization

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **February 04, 2026**. Kindly contact 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 the 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 at the conclusion of the programme.

Programme Directors

Dr. Ashok Kumar Patnaik / Dr. Bharath Shashanka Katkam

Email: ashok.kumar@asci.org.in / bharath@asci.org.in

WhatsApp: 9381336963

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



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

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

Telefax (Programmes Office) : 0091-40-23324365

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College Park Campus

ASCI, Road No.3, Banjara Hills,
Hyderabad-500 034, Telangana, India
+91-40-66720700/01/02/05
+91-40-66720725

Delhi Campus

ASCI, C-24, Institutional Area, South of IIT
Behind Qutub Hotel, New Delhi-110016.
+91-11-26962204, 26961750, 26961850
+91-11-26866097



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Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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

Nomination Form

**Programme on
Building and Leading Effective Teams
(February 11 - 13, 2026)**

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. 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**