Two Weeks International Training Programme
on
Leadership for the 21st Century Women Professionals

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Programme Coordinators

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Sponsored by

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Ministry of External Affairs, Govt. of India (MEA)

Conducted by

Indian Institute of Public Administration
Indraprastha Estate, Ring Road
New Delhi - 110002

IIPA - inspiring excellence is a way of life

The Institute

Public Administration has always implied Government when 'public' actually means community or people. In the post-colonial, post-independence paradigm of the early 1950s, Public Administration really meant providing service to the people by the State apparatus using the ground rules of justice, ethics, and fair-play. This was the intention of the visionary Pandit Jawaharlal Nehru when he established the Indian Institute of Public Administration on March 29, 1954 based on the recommendations of a survey carried out in 1953 by Prof. Paul H. Appleby, Dean, Maxwell School of Citizenship and Public Affairs, Syracuse University and a Consultant with the Ford Foundation invited to advice on the subject, by the Government of India. As the Institute's first President for a decade, Prime Minister Nehru placed great emphasis on 'de-colonialising' the mind-set of administration, making it more people-oriented. And he placed a great responsibility on the IIPA to enhance the frontiers of knowledge in public policy and governance through applied research and education as well as training of administrators to serve the people of India. Enhancing leadership and managerial qualities on the one hand and developing a service-orientation on the other are the thrust areas of the Institute's education and training activities. Its faculty is involved with research work mainly to simplify procedures and suggest policy changes to ensure improved delivery of public services. As India globalizes under growing media glare, her administration and governance have to change with the times and respond to the high expectations of a society where the demographic pre-ponderance of youth, the increasing struggles of urban and rural India, the development-sustainability conflict and the continuing problems of poverty related malnutrition together throw up challenges that require great resilience in administration and delivery. IIPA takes the reality of Governance in transition into consideration in all its skill-development, research, and knowledge management activities.

The Institute's objectives are:

- To promote and provide for the study of Public Administration and economic and political science with special reference to public administration and the machinery of government and educational purposes incidental thereto.
- To undertake, organise and facilitate study courses, conferences and lectures and research in matters relating to public administration and the machinery of government.

- To undertake and provide for the publication of journals and of research papers and books to impart training in and promote the study of public administration.
- To establish and maintain libraries and information services to facilitate the study of public administration and spreading information in regard thereto.
- To constitute or cause to be constituted Regional Branches at convenient centers in India to promote the objects of the society.
- To cooperate with approved institutions and bodies for the purposes of helping the cause of public administration.

Activities

The activities of the Institute are organized in four inter-related areas of Research, Training, Advisory Services and Dissemination of Information. While the Institute undertakes research studies on current issues of public concern on its own initiative, it also conducts research in response to specific organizational need to find solutions in difficult decision-making areas. These are normally sponsored projects of Government and national / international organizations. IIPA offers advisory services in operational areas and provides the necessary hand-holding in implementation of schemes, programmes and project in both Government and private sectors. It conducts a large number of long and short-duration training programmes. Besides the Indian Journal of Public Administration, Nagarlok and Lok Prashashan journals, the Institute also periodically publishes a bibliographic journal Documentation in Public Administration and a monthly Newsletter.

Faculty

The Institute has a distinguished permanent faculty that has experience and expertise in all areas of administrative studies, political science, economics, administrative law, management, behavioural science, habitat and urban development, rural development, sociology, policy science, environment, and information technology. Faculty members of the Institute are avid authors, researchers and trainers who keep themselves abreast of the changing requirements of administrative challenges.

Institutional Requirements

The nominations for the courses sponsored by Department of Personnel and Training (DoP&T) and conducted by the Institute are invited by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India. Nominations for the fee-based courses of the Institute and courses organized by its twelve centres are invited by the Institute in respect of each programme. The participant/s should report for training only after getting confirmation by the Institute that their nomination has been accepted. Institute rules require that course fees are sent through Cheques/Demand Drafts, drawn in favour of the Director, Indian Institute of Public Administration, New Delhi, which should invariably be sent in advance along with the nomination/s for the concerned programme/s. Most training programmes are meant for in-service personnel only, viz., Officers from Central Ministries/Departments including Armed Forces; State Governments; Public Sector/State Enterprises and Departments of Local Self Governments and faculty of universities, colleges and

institutes. IIPA also conducts workshops, skill-development interaction and seminars for Civil Society and the public on topical Governance related issues. Certificates of participation are invariably given at the end of all programmes. For further information about training activities/course, write to the respective Programme Coordinator(s), the coordinator (Training) or the Deputy Registrar (Academic Services), IIPA, Indraprastha Estate, Ring Road, New Delhi – 110002.

Network & Collaboration

With a membership over 11,000 including about 100 overseas, the IIPA has a nation-wide network of 23 regional branches and 44 local branches, which provide exchange of ideas on current trends and practice in public administration to public servants, academics, and students. The Institute is one of the founder members of the Eastern Regional Organization for Public Administration (EROPA). It works in association with the universities, industry associations advanced research institutes, training centres and government departments in India. The Institute also collaborates with the Ecole National d' Administration, France, Korea Institute of Public Administration, Government of Mauritius, Government of Argentina, the Bangladesh Public Administration Training Centre (BPATC), Party School of the Central Committee of the Communist Party, People's Republic of China. Of late there are new windows of cooperation opening with Vietnam, the GIZ and the Potsdam University of Germany.

Location

The IIPA is located at Indraprastha Estate, Ring Road, New Delhi, opposite Indira Gandhi Indoor Stadium at a distance of about 30 kms. from the Indira Gandhi International Airport, 5 km. from New Delhi Railway Station, 6 km. from Old Delhi Railway Station, 6 km. from Hazrat Nizamuddin Railway Station and 4 km, from the Inter State Bus Terminal.

Campus

The Institute is located in the heart of Delhi in a sprawling seven acres of greenery. It has a conference hall and several lecture halls, all equipped with updated teaching aids and communication facilities, a computer centre with the latest hardware and relevant softwares, a library rich in collection and subscription and an auditorium with a seating capacity of 500.

Hostel

The Institute has residential facilities on the campus with 90 rooms with supporting food arrangements.

Introduction

Leadership is a process whereby an individual influences a group to achieve a common goal. Leader should have clear vision, knowledge, commitment and skills and most importantly, leader should act to achieve that vision. In the globalized knowledge economy, the challenge of translating knowledge into policy and practice is universal. At the dawn of the 21st century, the civil service officers are increasingly required to bridge the research-practice gap. A shift from moving evidence to solving problems is due.

Leadership for the 21st Century Women Professionals launched by Indian Institute of Public Administration is aimed to enable women officers from developing countries to appreciate leadership challenges in today's competitive environment and understand the role of Strategic Management leadership in transforming organizations, policy and programmes with evidences.

Objectives

- The objectives of the Programme are to
- Sensitize participants to formulate a proactive competitive strategy for each challenge,
- Develop skills to drive innovation and enhance synergies at all levels of the organization
- Provide better understanding of leadership roles for effective managerial functioning
- Sensitize participants to leadership challenges for achieving organizational goals
- Have a clear understanding of the self and adopt a strategy accordingly for self-development,
- Apply these concepts and theories to strengthen skills of leadership and management, networking and partnership through reflections of their own skills in these areas

Broad Topics

The program seeks to introduce the concepts of strategic management and leadership. The highlighted of the course are as follows:

- Introduction to leadership and Strategic management.
- Strategic Planning for Policy and Development: vision development, advocacy, demand creation, fund raising and priority setting.
- Coalition building and teamwork: human resource management, mentoring, succession planning and conflict resolution.
- Knowledge management: the use of appropriate information and communication technology, and the design and use of purpose-specific data bases.
- Communication: Negotiation Skills and Emotional Intelligence

Programme Structure

The academic component is structured around three types of modules: general management and leadership-oriented modules leading to integrated learning of leadership-related skills and behaviours, functional modules and advanced functional modules. In addition, the participants will be learning from the experiences of the Women Leaders in India, who have excelled in their respective fields.

Target group

Individual Woman who are in middle or a senior leadership positions in public organizations and are responsible to fulfil the objectives of their respective government.

Accommodation

Program participants reside in comfortable accommodations with private bathrooms, spacious common areas at IIPA hostel.

Certificate

A Certificate will be awarded to the participants on successful completion of the training programme. The performance of the participants will be evaluated on the basis of punctuality, interaction with the faculty and co-participants.

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