

NEWSLETTER

A Bi-Monthly Publication of Nepal Administrative Staff College (NASC), Jawalakhel



Chaitra 2072 - Baisakh 2073
(March - May 2016)

Year 2072/73 (2015/16), Issue 5

"... devoted to making differences positively"

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Closing of the 'Foundation Course' 30th Basic Administration Training (BAT)



Photo: Glimpse of the closing program

The 'Foundation Course' of 30th Basic Administration Training (BAT) conducted for 149 newly appointed Gazetted Class III Officers of Accounts, Revenue and Audit wrapped up successfully on 8 Chaitra 2072 (21 March 2016). The closing ceremony was graced by the presence of Honorable Minister of General Administration - Ms. Rekha Sharma, Secretary of Ministry of General Administration (MoGA) - Mr. Tanka Mani Sharma, Executive Director of NASC - Mr. Punya Prasad Neupane, Joint Secretary of Ministry of Finance - Mr. Ananda Raj Dhakal, Spokesman and Information Officer of Financial Comptroller General Office - Mr. Kewal Prasad Bhandari, Senior Director of Public Service Training Department, NASC - Mr. Kedar Bahadur Rayamajhi, Deputy Executive Director of NASC - Dr. Tarak Bahadur K.C., Senior Directors and Directors of NASC, Executive Director of Personnel Training Academy and Senior Officials of various ministries.

Ms. Sita Bhandari Pandey spoke on behalf of the participants and appreciated NASC for creating a very cooperative environment for the trainees despite the ongoing crisis of the nation. She expressed her gratitude to NASC for addressing the issues laid forward by the participants. She said that the module learning was an opportunity to enhance the knowledge, skill and attitude of the participants. She also expressed that field based study would help in enhancing the capacity of the officers

"If passion drives you, let reason hold the reins." – Benjamin Franklin

and thus, it should be increased.

Mr. Santosh Neupane also spoke on behalf of the participants of BAT and thanked NASC for providing an opportunity to learn in a well coordinated environment. He was grateful to the officials of NASC for their support and proper evaluation and monitoring even during the market monitoring. He commended the Track suit provided by NASC and said that it created a feeling of unity and uniformity among the participants. He assured that the knowledge, skills and attitude (KSA) learnt at NASC is valuable and that all the participants would readily apply the KSA learnt at their respective workplace.



Photo: Mr. Rayamajhi speaking during the ceremony

Senior Director of PSTD Mr. Kedar Bahadur Rayamajhi explained about the modules created for the newly recruits to enhance their capacity. He shared that the 11 module program was created for the participants on the basis of careful need assessment. He also expressed that the 3 months program also included the market monitoring which provided an opportunity for the participants to learn in the field. He assured that the

classes were constantly monitored for improved feedback. He shared that learning is just a means and not the end. Closing his speech, he wished the graduates a successful career ahead and thanked them for their cooperation during the training at NASC.

Spokesman and Information Officer of Financial Comptroller General Office, Mr. Kewal Prasad Bhandari shared his thoughts on the expected behavior and attitude of Civil Servants. He suggested the newly recruits to understand about what and how we do things. He shed light on the importance of each and every file which could lead to effective and efficient work which in return would help in the development of the nation.

Joint Secretary of Ministry of Finance Mr. Ananda Raj Dhakal congratulated all the graduates and addressed NASC as the "Centre of Excellence". He compared similar trainings conducted in our neighboring countries and stated that training is an important phase for all the trainees to perform their best in their workplace. He stated that NASC has evolved in terms of HR, course and physical infrastructure required for the course. He hoped that the KSA learnt at NASC would be implemented by the newly recruits and wished them a successful tenure.

Secretary of Ministry of General Administration, Tanka Mani Sharma, thanked NASC for shaping the newly recruit Class III officers. He hoped the skills learnt at NASC would be formulated in terms of attitude. He encouraged the participants to become unique and specific and asked them to incorporate discipline. He also announced the handing over of the participants to Revenue Training Centre during the ceremony for further trainings. He suggested the participants to be accountable and sincere in their tasks and concluded his speech by congratulating the participants for successfully completing the 3 month course.

Honorable Minister of General Administration, Ms. Rekha Sharma expressed that Civil Servants are directly related to the service recipients and thus there is a huge responsibility to be taken by the graduates. She pointed

"I'm a greater believer in luck, and I find the harder I work the more I have of it."— Thomas Jefferson

that the newly recruits are a part of the system and thus, she expressed her high expectations from the graduates. She encouraged the graduates to become competent and well versed in their job and also stressed that they should follow positive attitude while performing their jobs. She congratulated the participants and wished them the very best in their work.



Photo: Mr Neupane delivering his speech

Executive Director of NASC, Mr. Punya Prasad Neupane stated that the graduates present high level of confidence after the 106 days training program. He expressed that NASC has been constantly working towards developing the KSA of the participants. He said that NASC introduced various courses including computer skills, yoga and meditation, English language, dining etiquettes etc. which would be highly used in the work place and also in daily life. He also mentioned that the officers should try to find the lapses in

the organization and try to make the service much better as they are now the actors for creating good governance. He appreciated the active involvement of the participants throughout the training and wished them a life filled with fragrance.

During the ceremony, Minister Sharma awarded course completion certificate to the participants. Special award for 'Best Behavior' was awarded to Mr. Ashutosh Rai and 'Best Performer in Academic Activities' and 'Batch Topper' was awarded to Mr. Pradeep Guragain.

Director of Studies, Mr. Basanta Raj Sigdel as the emcee of the program expressed his gratitude on behalf of NASC to all the delegates and invitees for their participation and support during the closing ceremony.

Meeting on Progress Review

A meeting was conducted at NASC on 26 Chaitra 2072 (8 April 2016) Friday to review the progress on the tasks performed by NASC up to 2072 Chaitra. The review meeting was attended by Honorable Minister of General Administration Ms. Rekha Sharma, Honorable Chairman of Public Service Commission Mr. Umesh Mainali, Secretary of Ministry of General Administration Mr. Tanka Mani Sharma, Spokesman and Information Officer of Financial Comptroller General Office, Mr. Kewal Prasad Bhandari, Executive Director of NASC Mr. Punya Prasad Neupane and Deputy Executive Director Dr. Tarak Bahadur K.C.



Photo: A glimpse of the progress review meeting

The meeting was organized to report about the accomplished, ongoing and future planning and preparation of the training programs, research and consultancy services at NASC. The meeting reported the tasks completed until Chaitra 2073 at NASC. The officials also discussed about the Strategic Plan formulated by NASC. The

“Hard work keeps the wrinkles out of the mind and spirit.”– **Helena Rubinstein**

challenges during the completion of the tasks and the probable challenges to perform the tasks in progress effectively were discussed in the meeting. The tasks in hand and the targets for the next year along with the opportunities for NASC were also one of the agendas of the meeting.

Internship Orientation Program



Photo: A glimpse of the orientation program conducted on April 4

An internship orientation program was held at NASC for the BAT participants on 22 Chaitra 2072 (4 April 2016) to explain in details about internship to the participants. Mr. Trilochan Pokharel (Director of Studies, NASC) oriented the officers regarding the tasks to be performed during the period. He also explained about the presentation and report writing format during the orientation. The interactive session was graced by the presence of Mr. Punya Prasad Neupane, Executive Director of NASC; Mr. Kedar Bahadur Rayamajhi, Senior Director PSTD; Mr. Khum Raj Punjali, Senior Director MLG, Directors and officials of NASC.

Another formal Internship Orientation program was organized for the newly recruited Class III officers of the Government of Nepal on 23 Chaitra 2072 (5 April 2016). The program was graced by the presence of Mr. Tanka Mani Sharma (Secretary, Ministry of General Administration), Mr. Dhan Bahadur Shrestha (Joint Secretary, Ministry of Federal Affairs and Local Development), Mr. Kapil Dangol (Joint Secretary, Ministry of Land Reform and Management), Dr. Tarak Bahadur K.C. (Deputy Executive Director, NASC) and Mr. Kedar Bahadur Rayamajhi (Senior Director, Public Service Training Department, NASC). Mr. Basanta Raj Sigdel (Director of Studies, NASC) hosted the orientation program.



Photo: Secretary, MoGA Mr. Sharma during the orientation program

During the program, Secretary, MoGA, Mr. Sharma shed light into the various opportunities and challenges that the new recruit officers would face while conducting their internship around Nepal. He shared his experiences to the officers and encouraged them to learn much more from the surrounding in their assigned place. He even expected the participants to provide valuable suggestions after their internship to enhance the capacity building of the GoN.

Mr. Rayamajhi encouraged the participants to learn enthusiastically during their internship period. He stressed that this opportunity would build the capacity of the participants as well as the GoN. He explained the tasks to be performed by the participants during and after the internship. He also clarified the monitoring and evaluation of the presentation and report developed by the officers after their on-the-job experience during internship. He concluded by assuring that NASC would thoroughly support and guide them during the period.

“Greatness is sifted through the grind, therefore don’t despise the hard work now for surely it will be worth it in the end.”– **Sanjo Jendayi**

Dr. Tarak Bahadur K.C. highlighted the importance of internship for the participants. He stated that this module would help the participants to understand Civil Service and its functionalities in much detail. He also expressed that internship would open up areas for the participants to put their learning into action. He said that this process would directly expose the participants to the service provider and service seeker and thus, suggested them to come up with innovative ideas to solve the problems or to enhance the service delivery process.

Mr. Basanta Raj Sigdel, Director of Studies hosted the orientation program. The participants were also assigned their respective area and organization for internship during the program.

NASC Discussion Series - 26

Nepal Administrative Staff College conducted its 26th NASC Discussion Series on 29 Chaitra 2072 (11 April 2016), Monday. Mr. Trilochan Pokharel, Director of Studies of NASC shared his learning experience on 'Federalization in Nepal: Understanding, Opportunities, Complexities and Way Forward' during the series. He summarized the principles of the Constitution of Nepal, especially focusing on the allocation of functions on three orders of the government. He also shared the proposal conducted by his team for Ministry of General Administration on 'Institutional Arrangement of the Government of Nepal under Federal Constitution'. He explained about the Federal system and the allocation of functions at Federal, Provincial and Local level during the series. Thirty-one officials participated in the interactive program.

New Year Wishes

NASC continued its legacy of exchanging New Year wishes among all employees to celebrate the commencement of New Year. Executive Director Mr. Punya Prasad Neupane, Deputy Executive Director Dr. Tarak Bahadur K.C., Senior Director PSTD Mr. Kedar Bahadur Rayamajhi, Senior Director MLG Mr. Khum Raj Punjali, Directors and officials of NASC exchanged their best wishes on 1 Baisakh 2073 (13 April 2016).

Speaking during the occasion, Mr. Neupane wished for peace, health, prosperity and happiness of all the staffs. He appreciated the hard work and achievements of the previous year and hoped for the same enthusiasm and optimism from the staffs in the coming year. He assured the staffs that NASC would welcome constructive ideas from the staffs to move forward towards its goal.



Photo: Mr Neupane wishing the staffs during the occasion



Photo: Mr. Acharya reciting Sanskrit Slok

Dr. K.C., Mr. Rayamajhi and Mr. Punjali also exchanged New Year wishes during the occasion. They wished for a healthy, happy and prosperous New Year to the staffs.

Mr. Uttam Acharya, Deputy Director of Studies recited a Sanskrit Slok during the occasion and wished all the staffs a

very Happy New Year. Mr. Suwarn Kumar Singh, Director of Studies reminisced the past and cherished the accomplishments of NASC despite the obstacles faced due to devastating earthquake and other unforeseen circumstances. He pledged to remain dedicated and committed to achieve the goals of NASC. He also wished everyone a Happy New Year.

Mr. Trilochan Pokharel, Director of Studies and Ms. Shital Moktan, Senior Assistant also exchanged wishes to celebrate New Year. Mr. Basanta Raj Sigdel, Director of Studies skillfully hosted the program and captivated the audience with his enchanting poem and New Year wishes.

Training Programs

Completed Trainings

Training of Trainers on Educational Leadership

The prevalence of socio-political and economic marginalization of the communities on the basis of access to resources, opportunities and other basic facilities in developing countries like Nepal can be addressed through quality education. The quality education, especially in the rural areas also helps to foster the principles of democracy, equality, non-discrimination, inclusion, voluntarism and prosperity in urban as well as rural areas of the country. Considering the above issues and need for creating a pool of competent trainers working in the area of rural education, Centre for Human Resource Management, NASC conducted a seven days content based Training of Trainers (ToT) program for the trainers of Rural Education and Environment Development Centre (REED Nepal) with an aim to develop pool of master trainers who will design and deliver capacity building programs in the area and cascade the training programs to the local level with knowledge of cross-cutting issues required for educational leadership.

The course was structured into two Modules comprising training and education stream. The training was conducted from 7 to 13 Chaitra 2072 (20 to 26 March 2016) which was managed by a team of Mr. Binod Kumar Bista, Mr. Uttam Acharya and Ms. Saroja Shakya.

Training on Procurement of Plant

Delivering results from investment projects and programs are vital for the development of a nation. In Nepal, performance of development projects and programs seem very poor. It is often blamed that under expenditures of development budget is due to lack of sufficient capacity among officials to manage procurement, contract and other vital areas of project delivery. In consultation with the Ministry of Finance and the Ministry of General Administration, Asian Development Bank (ADB) Nepal Resident Mission conducted a brief training needs assessment (TNA) of executing and implementing agencies of ADB-assisted projects. A technical assistance TA 8847 - NEP: Enhancing Portfolio Performance was approved by ADB in December 2014. As agreed in the approved TA, the Nepal Administrative Staff College (NASC) has been engaged under a TA financed contract to

"The task of leadership is not to put greatness into humanity, but to elicit it, for the greatness is already there." — John Buchan

provide the related training program. As per the contract, the CDRC Office has been established in the NASC. Out of 20 training programs to be organized, the sixth (three days) training program on Procurement of Plant was conducted from 24 to 26 Chaitra 2072 (06 - 08 April 2016) with an aim to enhance knowledge and skills of project staffs of executing and implementing agencies; coordination office; and implementation units on procurement of plant.

Upon the completion of the course, participants were expected to be able to:

- apply ADB policies and procedures on procurement of plant; and
- prepare bidding document and evaluate bid.

The training program included twenty nine ADB project staffs. It was managed by a team of Dr. Raghu Bista, Mr. Shiva Hari Adhikari, Mr. Pratap Aryal and Ms. Manisha Koirala.

Leadership and Management

Leadership has always been considered as a critical element for organizational transformation, growth and success. This is equally true for all organizations regardless of their nature, size and areas of operation. An armed force organization has some unique features and culture to achieve its broader goal of national security, harmony and peace keeping. Nepal Army, a historical institution is going through reforms and capacity building for consolidating its strategic capabilities and competency of the force. As senior officers of armed force, the leaders of Nepal Army need to understand the mindset of high performance leaders, and tap into their own strengths to influence and lead with impact. Competencies in leading people and managing resources are the bare bones for enhancing their own performance as well as making their efforts instrumental for cultural transformation and consolidation of Nepal Army making the organization more capable, accountable, result oriented, innovative, and efficient. Thus, in this connection, upon request of Nepal Army, NASC organized a training course on Leadership and Management as an integral component of High Command Course for the Senior Officers of Nepal Army with an aim to enhance the leadership and managerial competencies of the senior army officers for enhancing overall performance of their organization.

Upon the completion of the training, the senior officers were expected to be able to:

- recognize the leadership as a process, and analyze their leadership potential in given situations;
- analyze the core competencies required for a leader to bring about change and transformation in the organizational systems, process and people;
- recognize the integrity and ethics as foundation of leadership and integrity building as practical approach to solve integrity problems in organizations;
- identify practical ways to develop interpersonal relationship skills;
- illustrate the process of strategic planning and major considerations in strategic implementation and control;

"The task of the leader is to get his people from where they are to where they have not been."

— Henry Kissinger

- demonstrate better understanding of decision making techniques in different situations (e.g. uncertainty, complexities, high risk consequences etc.); and
- discover practical creativity techniques to foster innovation at workplace.

The four day training program was conducted from 5 to 8 Baisakh 2073 (17 to 20 April 2016) for twenty-five Senior Officers (Colonel) of Nepal Army. Mr. Basanta Raj Sigdel, Ms. Achala Dahal and Mr. Lila Nath Sapkota managed the training program.

Workshop on Research Methodology (Literature Review)

A workshop on "Research Methodology" (Literature Review) was conducted for the officials of NASC on 10 Baisakh 2073 (22 April 2016). The learning workshop was conducted for the officials conducting research as well as interested candidates. The research teams presented a list of at least 5 publications to be cited in their research along with a sample of the literature review. The article 22 of the 'Literature Reviews and Bibliographic Searches' was also discussed in the workshop. Additional reference materials were also shared in the workshop. The classroom exercise was conducted in an interactive manner. Twenty officials of NASC participated in the workshop.

Ongoing Trainings

Advanced Course on Human Resource Management

The human factor has been recognized as one of the key elements for organizational success. The growing importance of the human factor and of human resource management (HRM) due to its pervasive nature have tended to change the role of today's managers-line and specialist, in terms of handling human resource issues. In this context, Centre for Human Resource Management of NASC organized a thirty working days HRM related training program for the class II officers of the Government of Nepal with an aim to help participants in improving their knowledge, understandings and skills relating to the management of human resources in government organizations.

Upon the completion of the training program, the participants were expected to be able to:

- explain the dimensions and recent trends in human resource management;
- explain the importance and steps of human resource planning;
- identify system and practices of performance management; analyze contemporary issues of HR; and
- demonstrate basic HR skills at work.

The program was conducted in modular format and included modules such as: Human Resource Management (HRM) and Development (HRD), Human Resource Planning (HRP), Performance Management and Effectiveness and Contemporary HR issues. Mr. Binod Kumar Bista, Mr. Uttam Acharya and Ms. Saroja

Shakya managed the training program which will be conducted from 17 Chaitra 2072 to 31 Baisakh 2073 (20 March to 13 May 2016). Twenty six Class II officers participated in the training.

Professional Course on Management and Development

The demands for quality services from public organizations are yet growing. To make public service delivery effective and inclusive, it is necessary to enhance core and functional competencies of service providers. Class III Officers of the GoN have key role to play in executing and managing regular and development functions effectively. The role and responsibilities of those officers are instrumental that they have to support seniors, supervise subordinates and deliver public services in efficient manner. In this context, training is one of the best means that helps employees to broaden knowledge and skills and enhance professional excellence as well as positive mindset that requires on the job. Thus, Public Service Training Department of NASC conducted a 'Professional Course on Management and Development' for twenty eight Class III officers of the GoN with an aim to help the officers to develop core competencies to perform their roles efficiently and to contribute towards effective implementation of development programs as well as take positive initiations in public service delivery.

The training program included seven modules namely, Managing Self and Interpersonal Relationship, Managing Staff Performance, Managing Financial Resources, Governance and Service Delivery, Approach to Development, Development Planning, Research Methods and Project Works. After the completion of the training the participants are expected to be able to:

- identify the key techniques of self management and interpersonal relationship;
- demonstrate ability in managing staff performance for achieving organizational objectives;
- identify tools and techniques required to manage financial resources efficiently and effectively;
- explain the concept and issues of federalism, governance and transition management for effective service delivery;
- explain the concept and approach to development; policy framework, contemporary development issues and environment and climate change;
- spell out planning process identify and select project and facilitate for effective implementation;
- explain basic research approaches, and carry out project works.

The thirty working days training program, managed by a team of Mr. Suraj Shrestha and Ms. Shushma Manandhar is being conducted from 6 Baisakh to 14 Jestha 2073 (18 April to 27 May 2016).

Professional training on ICT and E-Governance

The implementation of ICT in public organization is increasing in the form of computerization or information system implementation. The knowledge on ICT needs to be enhanced with training and education. This will make easy for the implementation of such ICT based system in public organizations. Thus it is necessary to impart knowledge related ICT and e-Governance to the all levels of civil servants which will facilitate the government and public institutions to successfully implement the technology in their organizational business process. The growing essence of e-Plus function in all areas and sectors of public and private institutions in order

to enable the government to achieve the mission of e-Governance also calls for intervention in capacity development of officers working for government in the area of ICT. Thus, with an aim to developing participants' knowledge and skill as ICT trainer, Centre for Knowledge Management and Information Technology (CKMIT) of NASC conducted the thirty working days training program from 27 Baisakh 2073 (9 May 2016). The training will complete on 3 Ashadh 2073 (17 June 2016).

Upon the completion of the training program, the participants are expected to be able to:

- describe current and emerging technologies and their impact on business/government process;
- describe the implementation process and enabling factors of ICT in management and development;
- use office automation managerial communication tools to deliver the business functions of government;
- use social media for personal and official purpose and growth;
- perform the basic desktop administration and maintenance jobs;
- define information management its security, privacy and related concepts;
- relate ICT and E-Governance, its issues and challenges in implementing G-Government;
- describe the concept of internet governance, the issues and challenges of computer and cyber security and knowledge management concepts.

The training was divided into five different modules namely: Module 1: Introduction to Information and Communication Technology (ICT) and its business application, Module 2: Introduction to Office Automation and Managerial Communication Tools, Module 3: Desktop Administration and Basics of Network, Module 4: Information Management, Computer and Cyber Security and Module 5: E-Governance and Knowledge Management. Twenty Class III non-IT officers participated in the training which was managed by a team of Mr. Suwarn Kumar Singh, Mr. Binaya Hari Maskey, Ms. Goumati Ganga Satyal and Ms. Saroja Shakya.

Advanced Course on Management and Development

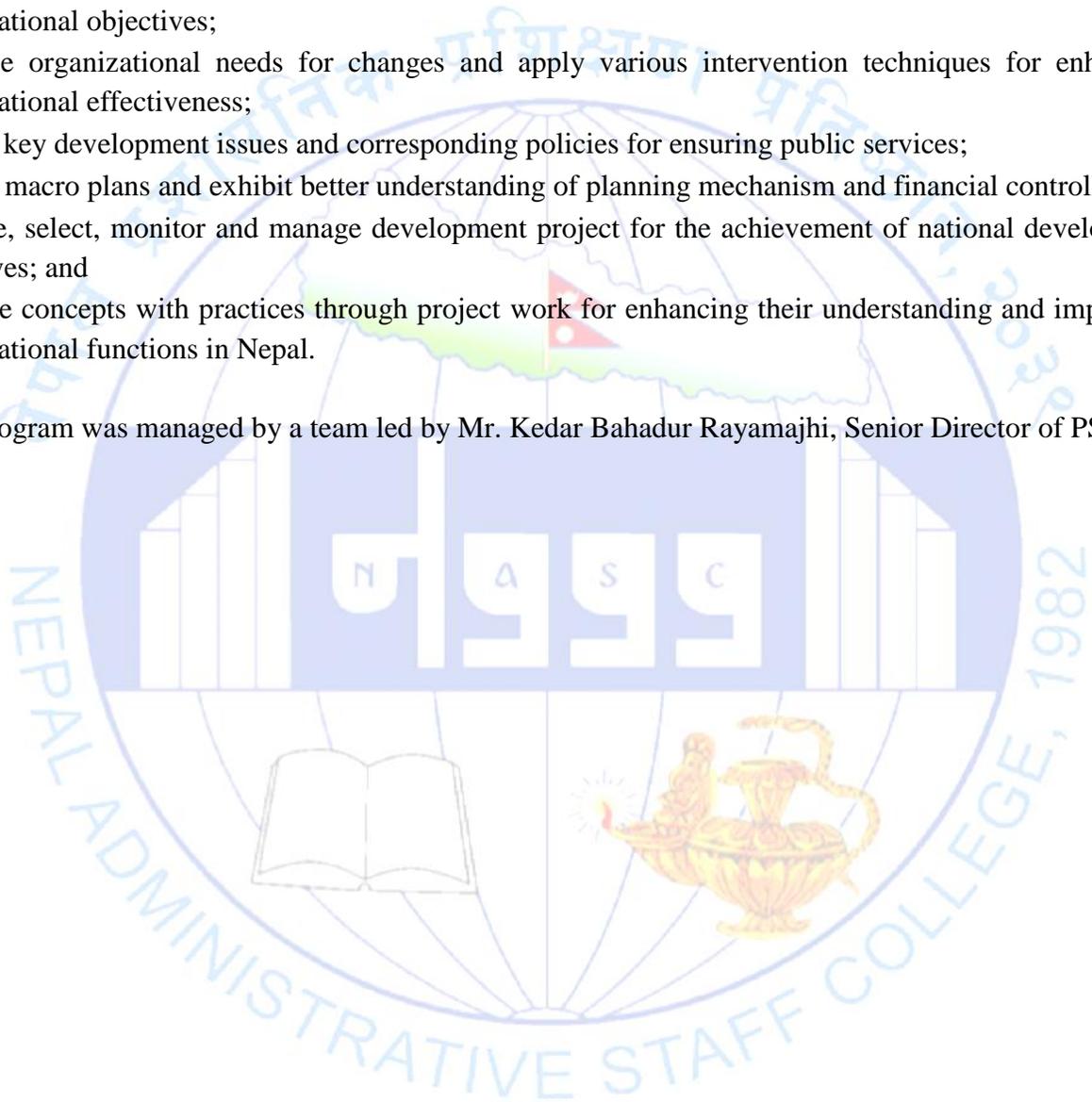
Class II officers of the GoN have vital role to play in executing and managing the routine and development activities successfully in their respective organizations. The role and responsibility of these officers are instrumental in serving people, support their seniors and supervise subordinate's performance capability. Thus, with an aim to help Class II officers working under different ministries of the GoN to develop the core competencies for performing their roles efficiently and to contribute towards effective implementation of development programs as well as improvement in public service delivery, Public Service Training Department (PSTD) of NASC conducted a thirty working days training program on 'Advanced Course on Management and Development' from 21 Baisakh 2073 (3 May 2016) to for twenty three Class II officers of the GoN. The training program will conclude on 31 Jestha 2073 (13 June 2016).

The training program was conducted in a modular basis. It contained seven modules namely, Managing Self and Interpersonal Relationships, Performance Improvement Planning, Organization Development and Change

Management, Governance and Service Delivery, Approach to Development and Research Methods and Project Works. After the completion of the training program, the participants were expected to be able to:

- demonstrate key self management and interpersonal skills with positive mindsets, for effective managerial performance;
- identify staff development needs and intervention strategies and manage staff performance for achieving organizational objectives;
- diagnose organizational needs for changes and apply various intervention techniques for enhancing organizational effectiveness;
- explain key development issues and corresponding policies for ensuring public services;
- prepare macro plans and exhibit better understanding of planning mechanism and financial controlling;
- appraise, select, monitor and manage development project for the achievement of national development objectives; and
- integrate concepts with practices through project work for enhancing their understanding and improving organizational functions in Nepal.

The training program was managed by a team led by Mr. Kedar Bahadur Rayamajhi, Senior Director of PSTD.



"All of the great leaders have had one characteristic in common: it was the willingness to confront unequivocally the major anxiety of their people in their time. This, and not much else, is the essence of leadership."— John Kenneth Galbraith

Internal Capacity Development Activities

S.N.	Name	Training	Place	Organizer	Duration
1	Mr. Trilochan Poudyal	Capacity Development Training on Employment Services	Kathmandu	Department of Labor	1 to 4 Chaitra 2072
2	Mr. Trilochan Poudyal	Grant Research Proposal Writing	Hattiban	KUSOM	30 Chaitra 2072 to 2 Baisakh 2073
3	Ms. Shailaja Upadhyaya	Skill Workshop			
4	Mr. Trilochan Pokharel	Functional Assignment and structural arrangement	Kathmandu	Ministry of Health	2 to 3 Baisakh 2073
5	Ms. Achala Dahal	Camp Coordination and Management (CCCM)	Kathmandu	International Organization for Migration	13 to 15 Baisakh 2073
6	Mr. Rajendra Adhikari				
7	Mr. Trilochan Poudyal				
8	Ms. Gyan Laxmi Shrestha				
9	Ms. Shital Moktan				

"No institution can possibly survive if it needs geniuses or supermen to manage it. It must be organized in such a way as to be able to get along under a leadership composed of average human beings."

— Peter Drucker