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Azadi Ka
Amrit Mahotsav



NATIONAL PRODUCTIVITY COUNCIL

**TRAINING PROGRAM ON
DIGITAL
TRANSFORMATION
OF ORGANISATION**

13th to 17th June 2022

PROGRAM CODE: TP/22-23/09

SHILLONG



1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organizations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Digital Transformation has become indispensable across the world for organizational sustainability. E-Governance is becoming the new norm and has become a vital vehicle for delivering services for private, public sector, Governments and NGOs. The spectrum of visibility to the events in an organization is enabling leaders to make informed decisions and address organization problems with greater maturity. Organizations have been allocating significant budgets for their digital initiatives. Post COVID, the scenario would be even more accentuated in terms of building and usage of digital platforms. While time and budget are critical constraints that define how much organizations change through digital culture, availability of right skills, particularly domain and project management specialization, is the most important factor that determines success of digital initiatives.

3. LEARNING OBJECTIVES

This course aims at imparting essential knowledge areas pertaining to envisaging, designing, building, realizing, and sustaining efficient and effective digital platforms. This course is for leaders who aspire to be part of the digital transformation initiatives in their respective organizations.

4. BROAD PROGRAM COVERAGE

The following topics shall be covered during the training Program

- ❖ Introduction to Digital Transformation and Global e-Governance Initiatives
- ❖ Evolution of Digital Technologies with Emphasis on Industry 4.0 Landscape
- ❖ Business/Government Process Reengineering concepts
- ❖ Digital Organization Culture and Technology Change Management
- ❖ Leveraging Big Data and Analytics for enhancing Organizational Productivity
- ❖ Introduction to AI and ML concepts; Roadmap for futuristic organization
- ❖ Cybersecurity essentials for a secure organization
- ❖ Introduction to Block Chain technology
- ❖ IT Governance and Digital Strategy essentials for Effective IT Leadership

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

All employees across middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training programme may comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

8. PROGRAMME FEE & VENUE

Programme Code	TP/22-23/09	
Program Venue	Shillong	
Programme Fee	<u>Residential Participants</u> ₹ 55,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 30500/- + 18% GST
For Residential Participants	Check-in at hotel	: 12 noon onwards on 13 th June 2022
	Check-out from Hotel	: Before 11 am on 17 th June 2022

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.

10. HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator

National Productivity Council

5-6 Institutional Area,

Lodhi Road, New Delhi – 110003

Email Id: npctraining@npcindia.gov.in ; Tel: 011-24607319

Last date for Receiving of nominations: 01.06.2022

11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non residential participants
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

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New Delhi - 110003

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