



National Productivity Council

# Training Programme on Digital Workplace: Essentials for Non-IT Executives

PROGRAMME CODE: (TP/23-24/25)

10-14 July 2023  
(Gangtok)



## **1. ABOUT NPC**

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 organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

Digital Essential are often described as the skills, knowledge and attitude required to work and live in an increasingly digital world. Digital Essential skills include being able to: use devices like a computer, tablet or mobile phone for simple, personal and work tasks, find and use information on the internet, understand how to be safe and responsible online, communicate socially and professionally using email, messaging and social media.

Digital Essentials skills in the workplace include original content creation, e-commerce, network and information security, UX/UI design, digital marketing, social media marketing, and data analytics.

Digital transformation incorporating Digital Essentials skills is the process of using digital technologies to create new — or modify existing — business processes, culture, and customer experiences to meet changing business and market requirements. This reimagining of business in the digital age is digital transformation.

Generally, in Government (Both State and GOI Departments) and in Public Sector Undertakings, massive transformation is taking place in digital way of working like improving internal processes by leveraging digitization and automation, enabling employees with digital tools, and collecting data to monitor performance and make more strategic business decisions. Digital Transformation involves augmenting physical offerings with digital tools and services, introducing digital products, and using technology to provide global shared services. Now, it has become imperative to understand the challenges in Digital Transformation of an organization.

## **3. LEARNING OBJECTIVES**

NPC has designed the training program to help participants to embrace new technology in the workplace helps to streamline working processes, meaning less time is spent on repetitive tasks. The improvement in efficiency produced by digital technology creates space for businesses to be more collaborative and innovative. This in turn builds an exciting and productive work environment.

#### 4. BROAD PROGRAMME COVERAGE

The broad topics/ sessions coverage has been listed below: -

- **Understand the emergence & trends of digital technology and its impact on workplace.**
- **Understanding organisational change management issues & challenges for digital interventions in workplace.**
- **Understanding the basics of data analytics and its role for creation of value and generation of competitive advantage.**
- **Strategic alignment of organizational digital strategy with needs and objectives of various functions of the organization**

#### 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

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

#### 7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

#### 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	TP/23-24/25	
<b>Program Venue</b>	Will be informed to participants later	
<b>Programme Fee</b>	Residential Participants ₹ 55,000 /- + 18% GST	Non-Residential Participants ₹ 39,500/- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel -10 <sup>th</sup> July 2023 (Afternoon) (Check in time from afternoon onwards at Hotel/Resort) Check-out from Hotel – 14 <sup>th</sup> July 2023 (Forenoon) (Check out time from forenoon onwards at Hotel/Resort)	

#### 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.*

## 10. HOW TO APPLY

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

Nikhil Panchbhai Director & Group Head (IT), National Productivity Council, 5-6 Institutional Area, Lodi Road, New Delhi – 110003 Mobile: 08368398480 Phone:-011-24607321 Email: <a href="mailto:nikhil.p@npcindia.gov.in">nikhil.p@npcindia.gov.in</a>	Sh. Rajeev Gupta, Dy. Director (IT) Email: <a href="mailto:rajeev.gupta@npcindia.gov.in">rajeev.gupta@npcindia.gov.in</a> Ph: 011-24607335 Mobile No.: +91-7390802060;
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- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

## 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.
- ❖ 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**  
**Email: [nikhil.p@npcindia.gov.in](mailto:nikhil.p@npcindia.gov.in)**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **Digital Workplace: Essentials for non-IT Executives**

Programme Code: **TP/23-24/25**

Programme Duration: **10-14 July 2023**

Location: **Gangtok, Sikkim**

**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 & GST No. of 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  
5-6, Institutional Area, Lodhi Road  
New Delhi – 110003  
Tel: +91-11-24607345