



National Productivity Council

Training Programme on Digital Workplace Essentials: Improving Digital Skills for non-IT Executives

PROGRAMME CODE: (T2627ITS06)

18-22 Jan 2027
(Sri Vijayapuram (Port Blair))



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 technologies are now essential for day-to-day official work, including communication, documentation, procurement, finance, HRD, reporting, coordination and decision support. Non-IT executives are increasingly required to use digital platforms, e-Office systems, collaboration tools, dashboards and AI-enabled applications effectively.

The programme will focus on practical digital skills, responsible use of AI, data protection, cybersecurity awareness, digital communication, online collaboration, e-office practices and effective use of digital tools for improving productivity, decision support and service delivery without compromising confidentiality, integrity, compliance and organisational accountability.

3. LEARNING OBJECTIVES

NPC has designed the training program to help participants to embrace to build practical digital workplace skills among non-IT executives. This programme has been designed to build essential digital workplace capabilities among non-IT executives so that they can work more confidently, efficiently and securely in a technology-enabled environment.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- 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 responsible use of data analytics and AI tools for drafting, reporting and decision support.
- Strategic alignment of organizational digital strategy with needs and objectives of various functions of the organization
- Understand basic cybersecurity and data protection practices for compliance while using digital systems.

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

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Co-operatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.

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

Programme Code	T2627ITS06	
Program Venue	Sri Vijayapuram (Port Blair)	
Programme Fee	Residential Participants ₹ Rs. 75,000 + GST /- + 18% GST	Non-Residential Participants ₹ Rs 60,000 + GST /- + 18% GST
For Residential Participants	Check-in at hotel - 18 Jan 2027 (Afternoon) (Check in time from afternoon onwards at Hotel/Resort) Check-out from Hotel – 22 Jan 2027 (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.

Digital Workplace Essentials: Improving Digital Skills for Non-IT Executives

Build the confidence and capabilities to work smarter in a digital environment. Use digital tools, collaborate effectively, work securely and apply AI responsibly to improve productivity and decision-making.



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HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Sh. Nikhil Panchbhai Director & Group Head (IT), National Productivity Council, 5-6 Institutional Area, Lodi Road, New Delhi – 110003 Mobile: 08368398480 Phone:-011-24607321 Email: nikhil.p@npcindia.gov.in	Sh. Rajeev Gupta, Dy. Director (IT) Email: rajeev.gupta@npcindia.gov.in Ph: 011-24607335 Mobile No.: +91-7390802060;
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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

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

Programme Code: T2627ITS06

Programme Duration: **18-22 Jan 2027**

Venue/ Location: **Sri Vijayapuram (Port Blair)**

Select Participation on Residential Basis ☐ OR Non-Residential Basis ☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐ OR Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. *I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

10. 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.