

**National Institute Of Secretariat
Training & Development
NEW DELHI, India**



**PIONEERING PUBLIC SERVICE
PROGRESS**

Digital Transformation of Organization

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

info@nistd.in www.nistd.in Central line & WhatsApp 91-9811094923



ABOUT US

The National Institute Of Secretariat Training & Development (NISTD), serves as an autonomous body supporting various sectors of the Indian industry. Our core mission is to enhance the skills and knowledge of government officers from Central, State, and subsidiary services. By doing so, we contribute to the effectiveness and efficiency of administrative services within central and state governments.

We offer specialised programs empowering executives in government and the corporate sector with global insights. Through collaborations with international partners, our Capacity Building program spans leadership, managerial skills, and smart city development, equipping participants to address global challenges and drive urban sustainability.

WHY CHOOSE US?



Government

Empowerment:

Backed by strong governmental support, NISTD excels in enhancing the capabilities of government officers, ensuring they can contribute to the efficiency and effectiveness of administrative services, particularly in RTI, preventive vigilance, and e-Procurement.

1

Global Insights and Collaboration:

Our programs leverage international partnerships, providing a global perspective on public administration and best practices in these crucial areas.

2

Comprehensive Capacity Building:

NISTD's multifaceted Capacity Building program covers essential skills in public administration, equipping participants to lead with excellence and transparency in government operations.

3



SCHEDULE

Day 1 - Building Digital Foundations:

Session 1: Introduction to Digital Transformation	Understanding digital trends and their impact on public service Case studies on successful government digital transformation projects
Session 2: Digital Strategy and Planning	Formulating a digital strategy for government agencies Group activity: Developing a digital roadmap
Session 3: Cybersecurity and Data Protection	The importance of data security in government operations Best practices in cybersecurity
Session 4: Practical Digital Tools and Resources	Introduction to digital tools and resources for government Hands-on practice with digital platforms

Day 2 - Implementing Digital Excellence:

Session 5: Citizen-Centric Service Design	Design thinking for creating user-friendly government services Case studies on citizen-centric digital services
Session 6: Change Management in Digital Transformation	Managing change and resistance in government organizations Strategies for successful digital transformation implementation
Session 7: Measuring Digital Impact	Key performance indicators (KPIs) for digital initiatives Practical exercises in evaluating the impact of digital transformation
Session 8: Graduation and Certification	

TRAINING

Embracing digital transformation is vital for the public sphere to streamline processes, improve service delivery, and enhance citizen engagement. This specialized training empowers government employees to lead the charge in modernizing public services.

Digital Strategy Development:



Learn to formulate effective digital strategies for government organizations.

Cybersecurity and Data Protection:



Understand the essentials of safeguarding sensitive information in a digital environment.

Citizen-Centric Services:



Explore methods to create user-friendly digital interfaces and improve citizen interaction.

Practical Implementation:



Hands-on exercises and real-world case studies for immediate application.



ALL ABOUT BENEFITS

Digital Strategy Mastery



Participants will develop the skills to create effective digital strategies, leading to more efficient government operations and services.

Cybersecurity and Data Protection Proficiency



Participants will gain the knowledge to safeguard sensitive government data, reducing the risk of breaches and ensuring data integrity.

Citizen-Centric Service Enhancement



Participants will learn to design citizen-centric digital services, improving public satisfaction and engagement.

HOW TO APPLY

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

National Institute Of Secretariat Training & Development Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Emails: info@nistd.in infonistd@gmail.com
Fax No: +91-120-2682109

PAYMENT DETAILS

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

Beneficiary Name:	National Institute for Training & Social Research
Bank Name:	Bank Of Maharastra
Branch:	Greater Noida, Uttarpradesh
Currant A/C No:	60455558551
IFSC Code:	MAHB0001294
MICR CODE (9 Digit No.):	110014031



GENERAL CONDITIONS

1. Once you receive confirmation from your end, you can proceed with booking the tickets.
2. If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
3. The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
4. Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
5. The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
6. Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
7. The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
8. NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
9. Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.
10. NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
11. Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
12. Upon successful completion of the program, participants will receive a Certificate of Participation.

The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.



GENERAL CONDITIONS

Inclusions:

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant

The training professional fee per participant covers the following:

- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

PARTICIPANTS' PROFILE

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

OUR FACULTY

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

METHODOLOGY

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum. Substituting nominees is allowable.

Schedule of Breaks during the Training Session

- MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM
- LUNCHTIME: 01:00 PM to 02:00 PM
- AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.



GENERAL CONDITIONS

PROGRAMME DURATION & SCHEDULE

- The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

REPORTING TIME

- Participants are required to arrive for registration at the venue by 9:00 AM.

PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9811094923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.





National Institute Of Secretariat Training & Development

REGISTRATION APPLICATION FORM

EXECUTIVE DEVELOPMENT PROGRAM

Details of the training

Dates: From _____ To _____

Topic: _____

Venue: _____

Details of nominated participants

Name: _____

Designation: _____

Organization/Department: _____

Office Address: _____

City: _____ City: _____ State: _____

Telephone: (Off.) _____ (Res.) _____

Fax: _____ Mob No.: _____ State: _____

Date: _____

Signature: _____



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