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ROYAL INSTITUTE OF MANAGEMENT
(Incorporated under the Royal Charter of the Royal Institute of Management, 1990)
MANAGEMENT FOR GROWTH AND DEVELOPMENT

RIM/DICT/ICDL/2019/***2808*** Feb 12, 2019

The Dasho Dzongdag
Dzongkhag Administration
_____, Bhutan

Sub: "Training and ICDL Certification"

Dear Dasho,

The Department of ICT of the Institute in collaboration with International Computer Driving License (ICDL), Singapore will be conducting 10 Days Training and Online Certification Exam. The topics covered are Computer Essentials, Online Essentials, Word Processing and Spreadsheets.

The main objective of the training is to Standardize Digital Skills in the Public Service and to institutionalize International Certification of ICT end-user skills for Civil Servants in Bhutan. One of the main aim of the Department is to take this to all the civil servants in the 12 Five Year Plan.

After the successful completion of the training, the candidate will have to sit for certification test on the last two days (4 modules) online. The Candidates will receive ICDL Certificate on scoring 75% and above. The previous batches conducted were quite successful and we are looking forward for the same this year.

The training for will be conducted free by the department. The fee of $70 and other charges for the certification on the four modules for each candidate will be paid to ICDL, Singapore by the Institute. *The TADA and the fee of Nu. 4000/Candidate for lunch, refreshments and photocopying of materials will have to be paid by your office. The fee may be sent to us by cheque addressed to the Director, RIM or by Cash.* The available dates and the target participants are as follows. (Maximum Seat for each Batch: 30 Participants.)

Batch	Date From	Date To	Target Participants
1	March 25, 2019	April 05, 2019	Accounts
2	April 15, 2019	April 26, 2019	Officers (P3-P5)
3	May 06, 2019	May 17, 2019	General
4	May 27, 2019	June 07, 2019	General

In this regard, you may kindly consider nominating *one participant for each batch* from your office to attend the same at an earliest. *Please request the participant to fill up the registration form and send it to us or register through the google form https://goo.gl/forms/PagZ7gusT8t87JTA2.* For confirmation please contact Phurba, at 17761035/phurba@rim.edu.bt.

With deep respects,
Yours sincerely

(Sonam Pelden Thaye)
Director

ROYAL INSTITUTE OF MANAGEMENT
P.O. BOX 416, SIMTOKHA
THIMPHU: BHUTAN
PABX NO. 00975-2-351013/351014/351249/351255/351627/3516
Fax : 00975-2-3510
Website : www.rim.edu

Please request the participant to fill up the registration form and send it to phurba@rim.edu.bt or register through the google form **https://goo.gl/forms/qZ9LriAa7yWL8iGk1**

Training on ICDL Modules
Registration Form

1. **Name:**.....
2. **Gender:** M ☐ F ☐
3. **Citizenship Card No.:**.....
4. **Date of Birth.:**.....
5. **Position Title:**.....
6. **Position Level:**.....
7. **Working Agency:**.....
8. **Dzongkhag.:**.....
9. **E-mail Address:**.....
10. **Contact phone numbers:**
    a. **Workplace:**.....
    b. **Mobile:**.....
11. **Signature and Date:**.....
12. **Tick a date**
    a. **Batch 01: March 25 – April 05, 2019**
    b. **Batch 02: April 15 – 26, 2019**
    c. **Batch 03: May 06 – 17, 2019**
    d. **Batch 04: May 27 – June 07, 2019**

Program: Training on ICDL Modules conducted under the ICDL Certification, Singapore for Civil Servants at the Royal Institute of Management, Semtokha

Venue: IT and Library Building at RIM, Semtokha
Date: March 25 – April 5, April 15 – 26, May 6 – 17 and May 27 – June 07, 2019.

Day 01

Time	Agenda	Responsible
0900 – 0930 Hours	Registration of Participants	Phurba, DICT, RIM
0930 - 0945 Hours	Welcome Address	Director/DICT Head, RIM
0945 – 1045 hours	Computer Essentials Class	Kuenga Yangki/Tshering Wangchuk, Asso. Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Computer Essentials Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 Hours	Computer Essentials Class	
1530 – 1545 Hours	Tea and Snacks	
1545 – 1800 Hours	Computer Essentials Class	

Day 02

Time	Agenda	Responsible
0900 – 1045 Hours	Computer Essentials Class	Kuenga Yangki/Tshering Wangchuk, Asso. Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Computer Essentials Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Diagnostics Test	
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Diagnostics Test	

Day 03

Time	Agenda	Responsible
0900 – 1045 Hours	Online Essentials Class	Wangdi, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Online Essentials Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Online Essentials Class	
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Online Essentials Class	

Day 04

Time	Agenda	Responsible
0900 – 1045 Hours	Online Essentials Class	Wangdi, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Online Essentials Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Diagnostics Test	
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Diagnostics Test	

Day 05

Time	Agenda	Responsible
0900 – 1045 Hours	Word Processing Class	Ugyen Tshering, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Word Processing Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Word Processing Class	
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Word Processing Class	

Day 06

Time	Agenda	Responsible
0900 – 1045 Hours	Word Processing Class	Ugyen Tshering, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Word Processing Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Diagnostics Test	
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Diagnostics Test	

Day 07

Time	Agenda	Responsible
0900 – 1045 Hours	Spreadsheets Class	Phurba, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Spreadsheets Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Spreadsheets Class	
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Spreadsheets Class	

Day 08

Time	Agenda	Responsible
0900 – 1045 Hours	Spreadsheets Class	Phurba, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 Hours	Spreadsheets Class	
1300 – 1330 Hours	Lunch	
13:30 – 1530 Hours	Diagnostics Test	
1530 – 1545 Hours	Tea and Snacks	
1545 – 1800 Hours	Diagnostics Test	

Day 09

Time	Agenda	Responsible
0900 – 1045 Hours	Diagnostics Test and Computer Essentials Review Class	Phurba/RP, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Computer Essentials Exam	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Diagnostics Test and Online Essentials Review Class	Phurba/RP, Lecturer, DICT, RIM
1530 – 1545 hours	Tea and Snacks	
1545 – 1800 hours	Online Essentials Exam	

Day 10

Time	Agenda	Responsible
0900 – 1045 Hours	Diagnostics Test and Word Processing Review Class	Phurba/RP, Lecturer, DICT, RIM
1045 – 1115 Hours	Tea and Snacks	
1115 – 1300 hours	Word Processing Exam	
1300 – 1330 Hours	Lunch	
13:30 – 1530 hours	Diagnostics Test	Phurba, Lecturer, DICT, RIM
1530 – 1545 hours	Tea and Snacks	
1545 – 1700 hours	Diagnostics Test	
1700 -	Closing	DICT, RIM

Contact: Phurba at 17761035 or email at phurba@rim.edu.bt or fill up the goggle form at our website www.rim.edu.bt.