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ROYAL INSTITUTE OF MANAGEMENT

(Incorporated under the Royal Charter of the Royal Institute of Management, 1990)



RIM/DICT/ICDL/2019/3946

20 August 2019

Dasho Dzongdag
Dzongkhag Administration
_____, Bhutan

Sub: "Training on Digital Skills with ICDL Certification"

Dear Dasho,

The Department of ICT of the Institute will be conducting 10 Days Training on Digital Skills with ICDL Certification Exam. 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. RIM would like to take this to most of the civil servants in the 12 Five Year Plan.

After the successful completion of the training on four modules, the candidate will have to sit for online certification test. The Candidates will receive international certificates from ICDL on scoring 75% and above. The previous batches conducted were quite successful and we are looking forward for the same this fiscal year.

The training will be conducted free by the department. The fee of \$70 and other charges for the certification on the four modules will be paid to ICDL, Singapore by the Institute. *The TADA and the charges of Nu. 5000/Candidate for lunch, refreshments and reproduction of materials will have to be paid by your office. The payment may be sent to us by cheque addressed to the Director, RIM or by Cash.*

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 participants to register themselves through the google form <https://forms.gle/YTwhDY2QfNarPjYKA> or to fill up the registration form and send it to us.* For more information/confirmation please contact Kezang, Program Assistant at 17636634 or email to kezang@rim.edu.bt or visit www.rim.edu.bt for more details.

The training batches available for different target groups and its details are attached for your kind reference.

With deep respects,

Yours sincerely,

(Sonam Pelden Thaye)
Director



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Batches available for Training on Digital Skills with ICDL Certification till December 2019

SI No	Training Name	Date From	Date To	Modules Covered	Target Participants	Fees per Candidate (Nu.)	Maximum Participants
1	Training on Digital Skills for Civil Servants with ICDL Certification (Batch 05)	23 Sep 2019	04 Oct 2019	Computer Essentials, Online Essentials, Base Word Processing and Base Spreadsheets	General above S5	5000	25
2	Advanced Training on Digital Skills for Civil Servants with ICDL Certification (Batch 06)	14 Oct 2019	25 Oct 2019	Online Collaboration, Presentation, Word Processing and Spreadsheets	General with Basic ICT Knowledge and above S5	5000	24
3	Training on Digital Skills for Project/Program/Planning Officers with ICDL Certification (Batch 07)	21 Oct 2019	01 Nov 2019	Base and Advanced Spreadsheets, Advanced Presentations and Project Planning	Project/Program /Planning Officers	5000	24
4	Training on Digital Skills for ICT Personnel with ICDL Certification (Batch 08)	16 Dec 2019	27 Dec 2019	Advanced Spreadsheets, Using Database, Advanced Databases and IT Security DBMS: Microsoft Access 2013/2016	ICT Personnel's	5000	25

Please note that registration will be done on first come first serve basis and will not be entertained once the seats are full due to the size of the lab.

Similar training as in Sl. No. 1 and 2, Store Management Training and other ICT related programs will also be offered in the last half fiscal year 2019-2020.



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MANAGEMENT FOR
GROWTH AND DEVELOPMENT

Please request the participants to fill up the google form <https://forms.gle/YTwhDY2QfNarPjYKA> or fill it up the given registration form below and send it to kezanq@rim.edu.bt.

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 (for more information on the modules please refer the 2nd page letter).**
 - a. **Batch 05 (23 Sept - 04 Oct 2019) Base Modules**
 - b. **Batch 06 (14 Oct - 25 Oct 2019) Advanced Modules**
 - c. **Batch 07 (21 Oct - 01 Nov 2019) Project/Program or Planning Officers**
 - d. **Batch 08 (16 Dec - 27 Dec 2019) - ICT Personnel's**