RIM/CAP/DST/2025   13 May 2025

Sub: Digital Skills Training with Certification

Dear Dasho/Sir/Madam,

The Center for Academic Programs, Royal Institute of Management will be conducting 8 Days Training on Digital Skill modules (refer below) for the civil servants. *The Batches available for Digital Skills Training with ICDL Certification are as follows.*

Batch	Modules	Training Date	Nomination Date
31	Advanced: Data Protection, Management Spreadsheets and Data Analytics	02 - 12 June 2025	28 May 2025
32	Advanced: Cyber Security, Advanced Presentations and Management Spreadsheets	10 - 20 June 2025	06 June 2025

The main objective of the training is to enhance Digital Skills knowledge of the civil servants for efficient Public Service Delivery. After the successful completion of the training, all the participants are mandated to sit for a certification exam where they will have to score a minimum of 75%, to receive an International Certificate from ICDL, Singapore. Although there are no prerequisites for this training, it is recommended that the participants should have basic knowledge in IT..

The training will be delivered free by the faculty members of the Center. RIM will also cover the certification fee of US $55.00/participant and provide Basic Lunch during the training. The TA/DA of the nominated official shall be borne by their respective agencies, wherever applicable, and not by the Royal Institute of Management (RIM).

Participants who are serious about attending the training and certifications may fill up the google form at https://tinyurl.com/RIMDST2025 for registration and email the nomination letter from your office to phurba@rim.edu.bt by the above given date to be considered for the training.

The Department will take 24 participants on a first come first serve basis for each batch. Registration will be confirmed only after the nomination letter is submitted to RIM.

For any clarification please contact Phurba, Program Coordinator/Sr. Lecturer @17761035 or email phurba@rim.edu.bt.

In this regard, the department requests the Human Resource Officers to nominate and register your participants for the training.

Thank you

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