No. NSeGS/CB-7/09 Vol-II (Part) Dated Kohima, 3rd July, 2013

TRAINING CIRCULAR

A Specialized training program on “Change Management & Capacity Building” under NeGP (National e-Governance Plan), is being organized by the Nagaland State e-Governance Society (NSeGS), Department of Information Technology and Communication in association with the National Institute for Smart Government (NISG), Hyderabad, from 1st to 3rd August, 2013 at The Heritage (Old DC Bungalow), Kohima from 09:30 am onwards.

The objective of this training is to equip the participants with a range of practices and examples on Change Management & Capacity Building for e-Governance Projects to maximize the uptake of e-Governance initiatives and to minimize the resistance for project implementation and to keep project stakeholders informed and involved.

All Departments are requested to kindly nominate officials in the level of Director, Jt. Director, Addl. Director, Sr. Director, Sr. Official at HQ and District and IT Nodal Officers.

Relevant nomination form and course content is enclosed as Annexure I & II respectively. In view of the limited intake of participants all nominations are to be made to this Department for necessary screening and confirmation on or before the 20th of July, 2013.

For further details or clarifications, kindly contact:

Ms Asono Mor,
Program Officer, IT&C
Phone: 9862668288
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Ms Akumla Aier,
Project Engineer, NSeGS
Phone: 9612168836

Sd/- K.T. Sukhalu, IAS
CEO, NSeGS &
Commissioner & Secretary to the Government of Nagaland
Dated Kohima, 3rd July, 2013

No. NSeGS/CB-7/09 Vol-II (Part)
Copy to:
1. The PS to Parliamentary Secretary, IT&C, Nagaland, Kohima.
2. The OSD to Chief Secretary, Nagaland.
3. All AHOD/HOD.
4. The Director, IPR, for information and wide publicity.
5. The Director, IT&C, Nagaland Kohima.
6. Office copy.

(Asono Mor)
Program Officer
NOMINATION FORM

1. Programme Title: Change Management & Capacity Building
2. Programme Dates: 1st to 3rd August, 2013
3. Name of the Candidate: (in capital letters)
4. Sex:
5. Designation:
6. Mobile No. (mandatory):
7. Academic Qualification:

Brief description of duties of the officer:

Place: ____________
Date: ____________

TO BE FILLED IN BY THE NOMINATING AUTHORITY

Certified that:-
   a) The particulars given above are correct.
   b) Due care has been taken of the training needs of the officers nominated with reference to his/her present/future duties vis-à-vis the contents of the course.
   c) The officer, if selected, will be relieved on full-time basis for attending the programme.

Address of communication to Nominating Organization:

PIN: ____________  Phone: ____________  Fax: ____________
Place: ____________
Date: ____________

Signature of the Nominating Authority with Seal.
COURSE CONTENT

1. Training Focus Areas:
   - Introduction to organizational change.
   - Introduction to ‘Change’ in the context of Government and e-Governance.
   - Approach to Change Management.
   - Introduction to tools and techniques for Change Management.
   - Building a Change Team.
   - Skill Assessment and Development.
   - Developing a Communication Strategy.
   - Measuring performance to drive change
   - Implementation.

2. Key Features:
   Duration
   - 3 (three) days training course

   Delivery Approach
   - Instructor led delivery through classroom sessions supported by necessary classroom exercises
   - Delivery by Change Management experts and trained individuals on various sessions planned under the training course
   - 25 participants per training course
   - Delivery in English

   Style of Training Course
   - Participative and discussion oriented training which encourages participants to deliberate all aspects of e-Governance lifecycle and related phases
   - Emphasis on putting the learning to practice during and after the training course

3. Classroom Exercises:
   - Examples of similar projects to discuss the previous experiences in the context of areas being covered in the training to discuss the real life experiences and learnings in similar situations
   - Classroom exercises to enable the participants to gain better understanding and insights into the concepts through applications of learnings into situations similar to those expected in e-Governance projects

4. Evaluation:
   - Participants complete evaluation form at the end of the training course