CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

Digital Transformation Basics: What Employees Must Know

Delivered in several cities and dates

OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

Digital Transformation Basics: What Employees Must Know

About the programme:

This programme gives employees a clear, practical understanding of digital transformation and their role in making it succeed. It explains how digital services, data and new technologies change everyday work, and equips participants to adopt new tools confidently, work securely and contribute to their organisation's digital goals.

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

a. Explain the core concepts of digital transformation and why organisations pursue it.

b. Identify how digital services, data and automation change daily work and roles.

c. Apply practical digital collaboration and productivity tools in routine tasks.

d. Recognise key cybersecurity and data-protection responsibilities of every employee.

e. Contribute actively to digital initiatives and support colleagues through change.

Target audience:

a. Government and public-sector employees

b. Information systems and IT managers

c. Energy and oil sector staff

d. Administrative and technical teams

e. Team leaders supporting digital change

Programme topics:

- **Module 1: Digital transformation essentials for every employee**

a. What digital transformation is and what it is not

b. Why organisations transform: service quality, efficiency and resilience

c. Common myths and fears about digital change

d. Examples of digital transformation in government and the energy sector

- **Module 2: Digital services and redesigned work processes**

a. From paper-based procedures to end-to-end digital workflows

b. How e-services change the customer and employee experience

c. Simplifying processes before automating them

d. Practical exercise: mapping a routine procedure and its digital version

- **Module 3: Data and digital tools in everyday work**

a. Why data quality matters and how employees affect it

b. Sharing information through secure digital platforms

c. Collaboration, document management and productivity tools

d. Using generative AI assistants responsibly for drafting and summarising

e. Reading simple dashboards to support decisions

- **Module 4: Cyber hygiene and data protection**

a. Recognising phishing, social engineering and suspicious requests

b. Strong authentication, passwords and device security

c. Handling sensitive and personal data correctly

d. Reporting incidents quickly and to the right channel

- **Module 5: Adoption, digital skills and personal action plan**

a. How employees can drive successful adoption of new systems

b. Building digital skills through continuous learning

c. Supporting colleagues and giving feedback on digital services

d. Preparing a personal digital action plan for the workplace

Course outcomes:

a. Describe the organisation's digital transformation goals and their own role in them.

b. Use digital collaboration tools and AI assistants safely and effectively at work.

c. Prepare a personal action plan to build digital skills and support adoption in their team.

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

- **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.
- **Case studies:** examples from international organisations that highlight real successes and challenges.
- **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.
- **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.
CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

- **Camilo José Cela University - Spain**
- **ISDE - Law & Business School - International**
- **Professional Development Institute - United Kingdom**

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,
International Programmes Department
"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**Digital Transformation Basics: What Employees Must Know**	Course Title
Language	**English**	Course Language
Duration	**5 days**	Duration
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**EUR 2,200 per participant**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Manchester, United Kingdom	28 Dec 2026 - 01 Jan 2027

The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

سينبا التعاونية الدولية للتدريب والاستشارات | CINPAA – International Cooperative for Training & Consulting

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Scan to save our contact

Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington