

## Robotics Process Automation for Leaders

5 to 7 October 2022

Sponsored by the

### SINGAPORE COOPERATION PROGRAMME

under the

### SCP TRAINING AWARD (E-LEARNING)

to be conducted by

### Civil Service College, Singapore

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#### Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 137,000 officials from more than 180 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

#### Civil Service College

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration, and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration, and public reforms.

## Course Objectives

RPA has gained traction in the public service as a means to automate high volumes of repetitive and manual work processes. This course will present Singapore's experience in implementing RPA in public agencies and equip participants with foundational skills and knowledge for successful RPA implementation.

## Synopsis

- Introduction to RPA, its key features, functions, capabilities, risks and challenges
- Identify suitable work processes for automation and use RPA to complement process improvement methodologies
- Identify organisational factors for successful RPA implementation
- End-to-end RPA implementation approach
- Build an RPA bot using UiPath

## Methodology

This course will be delivered for up to **30 participants** through a mix of synchronous and asynchronous learning components. Synchronous components will include a series of thematic sharing sessions, facilitated discussions and reflections. Asynchronous components will comprise a mix of articles, videos, and other e-learning materials to complement the various Synchronous sessions.

## Course Duration and Venue

The course will be held over 3 days from 5 to 7 October 2022.

There will be four hours of 'live' synchronous sessions each day, conducted on the Zoom platform from **1400 to 1800 (Singapore time; UTC/GMT+08:00 hours)**. More details on the programme schedule will be provided to successful applicants closer to the start of course.

## Application Information

Applicants should be:

- Mid- to senior-level government officials intending to use Robotic Process Automation (RPA) as a solution to improve their agency's work processes;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

## Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and attend all training sessions; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer, with respect to the course.

## Application Procedure

Closing date for nomination: **2 September 2022**

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/rpa2022> by **Friday, 2 September 2022**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

**Note:**

- Participants who complete all course assignments and attend at least 66% of 'live' e-learning sessions, will receive a certificate of completion from the SCP.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

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- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
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