

General Information on APT Training Course

- 1. Title of Training Course:** Data-Driven Organization for Government Agencies (Face-to-Face)
- 2. Organization (hosted by):** Digital Economy Promotion Agency/ Synergy Technology
- 3. Duration:** 14 – 15 August 2024
- 4. Place/Venue:** SYNHUB Digi-Tech Community
96, Paholyothin Rd.,
Klongnueng, Klongluang,
Pathum Thani 12120, Thailand
- 5. Accommodation:** Novotel Bangkok Future Park Rangsit
114 Paholyothin Road, Prachathipat, Thanyaburi
12130 Pathum Thani, Thailand

Tel.: 66 2 520 2525

Website : <https://novotelbangkokfutureparkrangsit.com/th/>
- 6. Objective:**
 - Define data-driven decision making (DDDM) in a government context.
 - Understand the data landscape within government agencies.
 - Develop skills for data collection, management, and basic analysis.
 - Identify problems within agencies that can be addressed with data.
 - Craft data-driven solutions and communicate insights effectively.
- 7. Abstract:**

The concept of a data-driven organization represents a paradigm shift in modern business practices, where data serves as the primary driver of decision-making, strategy formulation, and operational efficiency. This abstract explores the fundamental principles, key characteristics, benefits, challenges, and strategies associated with transitioning towards a data-driven organizational model.

8. Course Schedule and Outlines:

The details of the course schedule are shown as follows:

Time	Topic	Description
13 August 2024	Arrival in Bangkok	
14 August 2024	Building the Foundation	
9:00 AM to 9:30 AM	Needs Assessment	<ul style="list-style-type: none"> Pre-course survey or activity to identify participant goals and challenges.
9:30 AM to 10:30 AM	Introduction to Data-Driven Decision Making	<ul style="list-style-type: none"> Define DDDM and its benefits for government agencies. Discuss real-world examples of successful DDDM implementations.
10:30 AM to 10:45 PM	Break	
10:45 AM to 12:00 PM	The Data Landscape in Government	<ul style="list-style-type: none"> Explore types of data collected by government agencies (administrative, program, citizen surveys). Discuss data quality considerations (accuracy, completeness, timeliness).
12:00 PM to 1:00 PM	Lunch	
1:00 PM to 2:30 PM	Data Collection & Management	<ul style="list-style-type: none"> Introduce basic data collection methods (surveys, open data sources). Discuss data management best practices (storage, organization, security).
2:30 PM to 2:45 PM	Break	
2:45 PM to 4:30 PM	Introduction to Data Analysis Techniques	<ul style="list-style-type: none"> Provide an overview of basic data analysis techniques like descriptive statistics and data visualization. Include hands-on practice with a user-friendly tool like Excel or Google Sheets.
15 August 2024	Putting Data into Action	
9:00 AM to 10:30 AM	Identifying Data-Driven Problems	<ul style="list-style-type: none"> Facilitate a brainstorming session to identify problems within agencies that data can address. Guide participants through a process to prioritize these problems.
10:30 AM to 10:45 PM	Break	

10:45 AM to 12:00 PM	Crafting Data-Driven Solutions	<ul style="list-style-type: none"> Workshop where participants develop solutions for the identified problems using data. Encourage creative thinking and collaboration among agency representatives from different departments.
12:00 PM to 1:00 PM	<i>Lunch</i>	
1:00 PM to 2:30 PM	Data Storytelling for Policymakers	<ul style="list-style-type: none"> Introduce data storytelling techniques and best practices for clear communication. Discuss strategies to present data insights effectively to non-technical audiences.
2:30 PM to 2:45 PM	Break	
2:45 PM to 4:00 PM	Course Wrap-Up & Action Planning	<ul style="list-style-type: none"> Summarize key learnings and reiterate the importance of DDDM in government. Guide participants in developing action plans to implement DDDM practices within their agencies.
4:00 PM to 4:30 PM	Q&A & Course Evaluation	<ul style="list-style-type: none"> Address any lingering questions from participants. Collect course evaluations to assess participant learning
16 August 2024	Leaving from Bangkok	

9. Personal Computer (PC):

During Training, all participants are recommended to bringing your own PC (OS: Microsoft Windows, Mac OS) with software of Microsoft Power Point and Word.

10. Transportation and Airport Reception:

depa will provide the transportation between the Suvarnabhumi International Airport (BKK)/ Don Mueang International Airport (DMK) and Novotel Bangkok Future Park Rangsit for the trainees based on the approved flight schedule information provided by APT. After passing through the immigration and customs at airport (detail as below) and escort the participants to the hotel. The contact person for airport reception is **Ms. Parichard Takhad** **Mobile No. +66(84)-874-731-0**

- ❖ On arrival at the Suvarnabhumi International Airport (BKK) participants will meet the local host staff who has a welcome board showing “Your name and APT Training” at Gate 5, 2nd Fl. of the Airport after you go through custom clearance.
- ❖ On arrival at the Don Mueang International Airport (DMK), participants will meet the local host staff who has a welcome board showing “Your name and APT Training” at Gate 4, 1st Fl. of the Airport after you go through custom clearance.

11. Visa and Immigration Requirement

All foreign visitors entering Thailand must have a valid passport. Participants who require a visa should apply for a visa at a Thailand consulate or diplomatic mission in their respective country well in advance of their departure. The Embassy/Consulate may take up to two weeks for visa processing. As visa requirements change from time to time, please check with the nearest Royal Thai Embassy or Consulate for participant's visa requirements before departure. Kindly visit the <http://www.mfa.go.th/main/en/services/123> for more details.

The visa supporting letters will be provided by depa, the trainees who require the visa supporting letter are requested to contact the local secretariat namely below for immediate action.

Ms. Manchulee Matchika

Senior Officer, Digital Economy Promotion Agency

Tel:+ 66(89)-288-919-3

Email: manchulee.ma@depa.or.th

12. Weather

The latest weather information will be obtained at <http://www.tmd.go.th/en/thailand.php> (See weekly forecast to obtain highest and lowest temperature expected of each day of the corresponding week - Go to “Bangkok Metropolis and Vicinity Forecast”, click “more”).

13. Electricity

The standard power supply in Thailand is 220V, 50 Hz. The type of power outlet/connector used in Thailand is A type which is a two-parallel-pronged type. Please bring the right adapter for your electrical appliances.



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14. Regulation

- not to bring any member of his/her family;
- not to change accommodation during training period;
- to participate in the course from the beginning to the end; and
- to return his/her home country at the end of their training course according to the international travel schedule designated by APT.

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the “Guidelines for APT fellowships under HRD Programme and other related document).

15. Contact Persons

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