



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYANATIONAL ACADEMY OF SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
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To

All Officers of EPFO
Head Office/Zonal Office's/Regional Office's

Subject: Online Programmes of various reputed Universities/Institutions reg.

Madam/Sir,

The pandemic has changed the way we work and view the world. In order to insulate the creativity and productivity of Officers of EPFO, PDNASS has identified online courses offered by reputed University's/Institutions of the world. Many of the online courses are free. With a nominal fee one can obtain a verified genuine certificate from the Institution. These online courses support learners at every stage providing quality learning experiences including groundbreaking programmes.

The following are trusted platforms for education and learning:

| S. No | Platform | University | Prog. name | Dates | What you'll learn | Price | URL |
|-------|----------|------------|------------------------------|--------------------|---|---|---|
| 1 | EDX | Harvard | Leaders of Learning | 12-Aug-20 | <ul style="list-style-type: none">How to define your personal theory of learningWhat leadership looks like in different learning environmentsHow an organization's structure reflects its theories of learningHow physical and digital design shape learningHow neuroscience will affect the future of learning | FREE Add a Verified Certificate for ₹7,377 | https://www.edx.org/course/leaders-of-learning |
| 2 | EDX | IBM | Introduction to Data Science | 1st September 2020 | <ul style="list-style-type: none">Definition of data science and what data scientistsTools and algorithms used on a daily basis within the fieldSkills needed to be a successful data scientistThe role of data science within a businessHow to form a strong data science team | FREE Add a Verified Certificate for ₹2,906 | https://www.edx.org/course/intro-to-data-science |

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| 3 | EDX | Georgia Tech | Innovation Leadership | 12 oct 2020 | <ul style="list-style-type: none"> • Why innovation leaders are so scarce and essential for growth • How you can become an innovation leader and create shared value • How to empower innovators • Discover your purpose as an innovation leader and how to find the "Sweet Spot" for your innovation leadership • Innovating for global impact • Learning from exceptional innovation leaders • Knowing yourself through your life story • Losing your way and crucibles of leaders • Develop self-awareness | FREE Add a Verified Certificate for ₹3,651 | https://www.edx.org/course/innovation-leadership-2 |
| 4 | EDX | Berkeley | The Science of Happiness | 1 Sept. 2020 | <ul style="list-style-type: none"> • What happiness really means and why it matters to you • How to increase your own happiness and foster happiness in others • Why social connections, kindness, and community are key to happiness • Which mental habits are most conducive to happiness and how mindfulness can help | FREE Add a Verified Certificate for ₹10,358 | https://www.edx.org/course/the-science-of-happiness-3 |
| 5 | EDX | Columbia | Machine Learning | 21 Sept. 2020 | <ul style="list-style-type: none"> • Supervised learning techniques for regression and classification • Unsupervised learning techniques for data modelling and analysis • Probabilistic versus non-probabilistic viewpoints • Optimization and inference algorithms for model learning | FREE Add a Verified Certificate for ₹18,554 | https://www.edx.org/course/machine-learning |
| 6 | ALISON | ALISON | Transformational Leadership | Open ended | <p>Having completed this course you will be able to:</p> <ul style="list-style-type: none"> • Identify basic through advanced leadership skills • Describe how to deal with staff issues quickly and effectively • Explain how to eliminate old lies and misconceptions about leading • Illustrate new empowering and effective beliefs and values • Describe powerful new skills to help you excel • Explain how to improve your relationships with staff • Describe how to get the most out of your team <p>List the secrets of</p> | FREE Certificate on payment of fees prescribed by ALISON. | https://alison.com/course/transformational-leadership |

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| | | | | | how real leaders succeed | | |
| 7 | ALISON | ALISON | Strategic Management - Implementing and Evaluating Strategy - Revised | Open ended | <p>Having completed this course the learner will be able to:</p> <ul style="list-style-type: none"> • Define strategic implementation • Describe horizontal and vertical integration • Describe diversification and synergy • Define production synergy, marketing synergy, financial synergy and organisation synergy • List and describe the steps in the screening process • Describe the five-step model in the evaluation and control process • Describe problems in measurement of performance • List and describe steps in a Strategy Audit • Describe guidelines for proper control of strategic planning implementation | FREE Certificate on payment of fees prescribed by ALISON. | https://alison.com/course/strategic-management-implementing-and-evaluating-strategy-revised |
| 8 | ALISON | ALISON | Ethical Intelligence in Business | Open ended | <ul style="list-style-type: none"> • After completing this course you will be able to: • Outline the use of the Edelman Trust Barometer • Describe mirror neurons and the importance of recognizing our judgement traps • Define rationalizations • Discuss the IWK Health Centre scandal and the importance of ethics in business • Compare and contrast the principle-driven approach and the prescriptive approach • Outline a case study that exemplifies approaches to ethical issues • Discuss the most common ways ethical lapses trickle into our judgement • Describe the powerful nature of storytelling • Work through a framework to resolve ethical issues List the benefits of ethical intelligence • Outline how ethical intelligence can be embedded in corporate culture • Describe corporate social responsibility • Illustrate how Ethical lapses can | FREE Certificate on payment of fees prescribed by ALISON. | https://alison.com/course/ethical-intelligence-in-business |

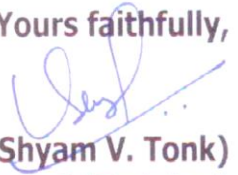
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| | | | | | occur in the likes of Wells Fargo | | |
| 9 | ALISON | ALISON | Communication Skills - Persuasion and Motivation - Revised | Open ended | <ul style="list-style-type: none"> • Upon successful completion of this course learners will be able to: • Explain the different factors which influence persuasion • Discuss the difference between persuasion and manipulation Identify what factors influence attitudes • Outline what can influence a message • Define the use of fear appeal • Discuss the process of negotiation • Explain the relationship between motivation and achieving goals • Discuss the theories surrounding motivation • Outline ways to help increase an individual's motivation • Describe how a person can be a good leader • Discuss the relationship between leadership and motivation | FREE Certificate on payment of fees prescribed by ALISON. | https://alison.com/course/communication-skills-persuasion-and-motivation-revised |
| 10 | ALISON | ALISON | Effective Human Resource Administration | Open ended | <ul style="list-style-type: none"> • Having completed this course, you will be able to: • Identify how to solve conflicts and manage changes • Outline job redesign and job enrichment. • Evaluate individual and group behaviour amongst employees. • Explain the fundamentals of motivation. Summarize human relations in global business | FREE Certificate on payment of fees prescribed by ALISON | https://alison.com/course/effective-human-resource-administration |
| 11 | ALISON | ALISON | Dealing With Difficult People In Life & Work | Open ended | <ul style="list-style-type: none"> • After completing this course, you will be able to: • Identify the major types of difficult people • Explain the power of self-control in dealing with difficult people • Describe the ways you can side-step anger like a therapist does • Describe the fundamentals of a healthy relationship • Describe ways to turn enemies into friends • Explain hidden methods for dealing with conflict • Describe ways to be less of a target for difficult people • Explain why difficult people make you so angry | FREE Certificate on payment of fees prescribed by ALISON | https://alison.com/course/dealing-with-difficult-people-in-life-and-work |

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| | | | | | <ul style="list-style-type: none"> • Explain how "self-respect" works • Describe ways to set proper boundaries Explain how to deal with difficult people the way a master therapist does | | |
| 12 | Udemy | Udemy | Business, Management & Leadership Fundamentals | Open ended | <ul style="list-style-type: none"> • The Psychology of Persuasion and Influence • How to Deliver The Perfect Pitch • How To Break Habits • Public Speaking Skills • Reputation Management • How To Improve Your Sales Skills | FREE Certificate only on paid courses | https://www.udemy.com/course/free-course-business-management-leadership-fundamentals/ |

Officers of EPFO are encouraged to enroll in any of the meaningful programmes and take advantage of the online courses offered at no cost to upgrade their knowledge and skills by following laid down rules. These courses will enable Officers to up their efficiency and productivity and equip them to face extraordinary challenges during times of pandemic.

(This issues with the approval of Competent Authority)

Yours faithfully,



(Shyam V. Tonk)

Regional P.F. Commissioner-I (Training)