



SkillsFuture for Digital Workplace Course Outline

Course Objective	The objective of the national initiative is to help Singaporeans prepare for the future economy. Future-ready Singaporeans will welcome and anticipate changes in workplaces. They are aware of current and emerging technology and data trends. They will have the confidence to navigate their learning and career pathways throughout life stages.	
Course Content	Description	Duration
	<p>The topics/modules covered are:</p> <p>Navigate the Digital Workplace</p> <ul style="list-style-type: none"> • Email management & informal communication • Online risks (phishing, data theft, public Wi-Fi) & management • Productivity tools (scanning, contacts) • Navigating E-payment systems <p>Access, Evaluate and Apply Information</p> <ul style="list-style-type: none"> • Web search techniques • Search within mailbox, local drive folders, WhatsApp • Access public agency sites via SingPass App • Capture information for evaluation • Using Tableau for gathering data insights <p>Create & Collaborate</p> <ul style="list-style-type: none"> • Understand the different types of licenses that apply to digital content • Create digital artefacts for PowerPoint, posters, EDM, illustrations, etc. • Video conference • Team project <p>Agile & Adapt</p> <ul style="list-style-type: none"> • Mobile office tools • Calendar, reminder, to-do-list <p>Self-directed Action</p> <ul style="list-style-type: none"> • Explore short courses for further learning • Learn to apply for SkillsFuture Credits 	2 Days
Teaching Methodology	Lecture and practical sessions	
Target Audience	PMET / non-PMET	
Course Duration	2 days / 14 hours	

Venue	
Award	A Certificate of Participation will be awarded to the participants who meet the 75% attendance requirement.