
SkillsFuture for Digital Workplace 2.0

Synopsis:

This course prepare participants to anticipate workplace digital changes and be aware of current and emerging technological and data trends.. It will focus on four key areas: *data analytics*, *automation*, *cybersecurity risk* and *in-demand digital tools* and equip participants to perform tasks in the digital economy with cybersecurity risks awareness. Participants will be exposed to emerging trends of lifelong learning and be able to navigate their learning and career pathways.

Learning Outcomes:

- A. Awareness of the jobs and digital skills required in the current and future digital economy;
- B. Able to work in a technology-rich environment and know the associated cybersecurity;
- C. Awareness of various digital applications and tools in work applications
- D. Awareness of how data and information can be used;
- E. Perform functional outcomes e.g. use of digital tools and software to access various learning paths and content
- F. Able to follow or develop a post-course action plan to continue learning

Training Methodology

Blended learning approach will be adopted to enhance the learning experiences of the participants. The course will be conducted in an experiential and interactive manner where participants will be immersed in a classroom that uses digital technology for all its activities, including the creating of presentations with Padlets and Google Slides, and quizzes with Kahoot. They will also gain awareness to various technologies such as Augmented Reality, Virtual Reality, Machine Learning with experiential activities. At the end of the programme, participants would also be able develop a self-directed action plan to identify courses that would allow them to further deepen their skills in the four focused areas

Day 1

Duration	Topics
(Digital Transformation)	<ul style="list-style-type: none"> • IT technologies and their impact on lifestyle • Current and Emerging technological trends • Technology in our workplace • Changes in the way we work
	Tea Break
(Smart Nation and Workplace Digital Tools)	<ul style="list-style-type: none"> • Singapore as a Smart Nation • Understand workplace digital tools • Learn on in-demand IT tools e.g Google forms, Wix, Sharepoint, Zoom etc • Aware of national digital platforms e.g SGQR, OneService
	Lunch
(Cyber Security) Part 1	<ul style="list-style-type: none"> • Cyberspace overview and Trends • Common Cyber Threats • Cyber Security Risks Mitigation
	Tea Break
(Cyber Security) Part 2	<ul style="list-style-type: none"> • Cyber Security Risks Mitigation • Fake News

Day 2

Duration	Topics
(Automation – RPA)	<ul style="list-style-type: none"> • What is Automation? • How to improve productivity through the adoption of RPA to automate mundane, repetitive and error prone processes. • RPA Examples • Create a simple RPA script to automate processes using UiPath
	Tea Break
(Data Analytics) Part 1	<ul style="list-style-type: none"> • Understand how analytics can be used by organisation to identify new business opportunities and for better decision • Types of Data Analytics • Analysing Your Data
	Lunch
(Data Analytics) Part 2	<ul style="list-style-type: none"> • Big Data • Data Analytics Process • Visualisation and Dashboard using Analytics Tool
	Tea Break
(Action Plan for eLearning)	Facilitated eLearning <ul style="list-style-type: none"> • Emerging trend of lifelong learning • Explore various eLearning platforms • Participants will be able enrol to E-Learning portal to prepare oneself for further development.
(Assessment)	A summative assessment covering all topics of the course will be conducted for the participants