

SNEF SkillsFuture for Digital Workplace (Synchronous e-learning)

Course Objective

To build confidence in employee and any individual to be competent in using applications on smart devices, going digital at workplaces, using digital and digitized content at the workplace.

Learning Objectives:

- To be aware of the type of jobs in the future economy and how the future workplace will be like Working in a digital workplace
- Aware of the importance of cyber security in digital environment
- Understand how data and information can be used effectively in business for higher productivity and make good business decisions

Key-takeaways

- Identify different types of data threats.
- Use of different technology for higher productivity and business needs
- Acquire basic knowledge on iCloud computing and the use of applications on it
- Utilize mobile applications and the use of web resources for lifelong learning
- Examples of applications such as MyTransport.sg, parking.sg, mobile payment transactions

Course Outline

Future of Work

- Introduction to digital and emerging technologies
- Introduction to Industry 4.0, Internet of Things (IoT), Augmented Reality (AR), Virtual Reality (VR), Artificial Intelligence (AI)
- Introduction to Big data and data analysis
- Apply the right mind-set for the digitalised workplace

Digital Possibilities

- Introduction to digitalisation
- Appreciation of everyday applications, digital transactions
- 2FA (Accessing secured information, SingPass)
- QR codes (e-payment, linking to information)
- Mobile connectivity

Cyber Security Basics

- Recognise the different threats and malwares in the cyberspace
- Know and apply ways to protect personal data and prevent unauthorised infiltration
- Adopt good practices to secure information in the digital devices

Productivity Tools and Apps

- Communication apps (WhatsApp, Skype, Slack)
- Digital transactions, E-wallet and QR code (Wechat, Paylah, GrabPay, Apple Pay, Google Pay)
- Cloud computing (Google Drive, Dropbox)
- Document sharing (Google Docs, Google Forms, Google Calendar)

Methodology

Hands-on lesson with smart devices like mobile phones and tablets. Application of theory, micro learning and interactive peer-learning

Online Information Usage

- Recognise the need to examine the information obtained from online
- Evaluate the online information before use

Lifelong Learning

- Adopt principles of learning agility in acquiring new digital skills
- Charting the learning plan (using SkillsFuture website)

Course Fees

Full fees : S\$700.00

Training grant : S\$653.27

Amount payable

after training grant: : **S\$50.00 nett**
(inclusive of GST)

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain 100% course attendance
3. Participant has not enjoyed funding for the same course before
4. Successfully complete assessment

Absentee Payroll : 80% of hourly basic salary, capped at \$7.50/hr. Eligibility period: 1 Jan – 30 Jun 2021

Absentee payroll can claim only up to 17 hours

Enhanced training support for SMEs

Enhanced absentee payroll funding available at 90% of hourly basic salary capped at \$10/hr

Enhanced absentee payroll can claim only up to 17 hours

Duration : 2 days, 8.30am to 6.30pm
(18 hours)

Course venue : 150 Orchard Road, #06-14
Orchard Plaza Singapore 238841

Register online at SNEF website www.snef.org.sg

Click on Training > Programmes & Courses > Non WSQ > IT Courses

SNEF is able to customise the course for group training under employer-sponsored, with a minimum class size. Training can be held at company's premise, subjected to terms and conditions.

Enquiries:

Evelyn Tan DID: 6827 6971/Training hotline:6827 6927

Email: evelyn_tan@snef.org.sg / onlinelearning@snef.org.sg