



SKILLSFUTURE FOR DIGITAL WORKPLACE

Content

- Introduction
- Digital devices used in daily life to stay digitally connected
 - i YouTube
 - ii WhatsApp
 - iii Facebook
 - iv Instagram
 - v Installation of Apps
 - vi LinkedIn
 - vii Ergonomics/posture for sitting in front of computer
- Using digital device to enhance quality of daily life
 - i Organising media file:
 - Uploading video onto social media platform
 - ii Access to online services to shop and online payment:
 - E-Groceries
 - Taxi booking
 - Food ordering
 - PayNow
 - iii Planning to start a small online business:
 - Setup store on Carousell
- Stepping into the real digital world with practical workplace skills
 - i Creation of Google account:
 - Google mail
 - Google calendar
 - ii Creation of Google doc for real time collaboration and file sharing
 - iii Google Slides for online presentation
 - iv Creation of Google survey form and response result for online survey creation
 - v Cloud storage
 - Data backup on cloud
 - vi Job search in the digital world
 - Google template
 - Google jobseeker search
- Cyber Security
 - i Cyber Security awareness like:
 - Phishing email
 - Malware
 - Anti-virus
 - Security updates and patches
 - Password Strength
- Government e-portal
 - i Accessing to Government and public services like:



- Health agency portal (SingHealth, NUHS)
 - CPF portal, IRAS
 - Library Overdrive
 - Online news
- Continuous Learning in digital landscape
- i Self-directed learning in digital landscape:
 - E-learning platform
 - Youtube
 - ii Application for courses
 - Apply for SkillsFuture courses
 - Using SkillsFuture Credit

Registration

Submit [online](#) application.

For corporate classes, do [email us](#) for a discussion.