

Digital Skills for Work - Tailored Learning

Course Name	Start Date	End Date	Site	Total Fees
Digital Skills for Work - Ashby Hub - Mon AM - MAR - TL	24/03/2025	07/04/2025	Ashby Community Hub	0.00
Digital Skills for Work - Ashby Hub - Wed PM - FEB - TL	26/02/2025	12/03/2025	Ashby Community Hub	0.00
Digital Skills for Work - Ashby Hub - Wed PM - MAR - TL	19/03/2025	02/04/2025	Ashby Community Hub	0.00

Course Description

An introduction to essential digital skills for the workplace. (This is not a qualification course.)

By the end of the course, you will have a basic understanding of key digital tools and concepts that are commonly used in modern work environment.

Topics include:

- The role of digital skills in today's workplace
- Common digital tools for work
- Mastering emails for work
- Writing professional emails
- Email etiquette
- Basic email security
- What is cloud storage?
- Using Google Drive
- Collaborating and securing files securely
- Online communication tools: Zoom, MS Teams and
- Best practices for virtual meetings
- Team communication and collaboration
- Introduction to digital security

Suitable for

The course is designed to give you a basic understanding of key digital tools and concepts that are commonly used in modern work environment.

Entry requirements

You must be aged 19+ on 31 August 2024 and be UK resident for at least 3 years to join this course as an adult learner.

Delivery Method

This course will be delivered face to face over 3 weeks.

Fees

Free of charge.

If you need any more information, please contact our Customer Service team on 01724 297146.