

# Skillsfuture for Digital Workplace 2.0 (General)

## Course Objective

At the end of the programme, you will be:

- Aware of the type of future of work changes and updates
- Able to work in a technology-rich environment
- Able to apply frequently used productivity apps at work
- Aware of the importance of cyber security in daily/work applications
- Aware of how data and information can benefit or damage your workplace
- Able to perform functional digital outcomes at your workplace
- Able to develop an action plan to continue learning

## Course Outline

### ➤ Future of Work

- Pervasive Digital Technology: How Technology affects the work industry
- Emerging Technology in the Gig & Content Creation Economy
- Emergence of New Marketplace

### ➤ Industry 4.0

- Digital transformation : How the 9 pillars of Industry 4.0 has shaped the current working landscape
- Deep dive into The 9 Pillars of Industry 4.0:

- Internet of Things
- Augmented Reality
- Cloud Computing
- Artificial Intelligence
- Autonomous Robots
- Autonomous Systems
- Big Data and Data Analytics
- Additive Manufacturing
- Cyber Security

### ➤ Organising your Digital Life

### ➤ Free Productivity Apps & Skills Hands On

### ➤ Office Application Hacks

- Essential Outlook, PowerPoint, Excel, Word shortcuts you need to know
- Using automation to simplify your work life

### ➤ Using Artificial Intelligence for Work Supplements

### ➤ Cybersecurity

- 2FA Authentication
- Data Threats
- Password Creation
- Combatting fake news and scams
- 7 Critical Cyber and WiFi Security Measures

### ➤ Lifelong Learning

### ➤ Digital Skills Knowledge Expansion

Please refer to SNEF website for available dates

Duration : 2 days, Day 1: 9:00am to 5.00pm, Day 2: 9:00am to 6.00pm (15 hours)

Course venue : SNEF HQ @ Paya Lebar Square

For enquiries, kindly email to [trg@snef.org.sg](mailto:trg@snef.org.sg) / [christopher\\_oh@snef.org.sg](mailto:christopher_oh@snef.org.sg)

## Assumed Skills

- ✓ Learners must have basic computer skills, i.e. be able to operate a personal computer, use keyboard and mouse

## Target Audience

This training is relevant to all staff

### ❖ Absentee Payroll

**\$4.50 per hour, capped at \$100,000 per enterprise per calendar year**

## Course Fees & Funding

A. SkillsFuture Funding (Baseline)	B. SkillsFuture Enhanced Training Support for SMEs	C. SkillsFuture Mid-career Enhanced Subsidy
WHO IS IT FOR?	WHO IS IT FOR?	
[Non-SME-sponsored & Individuals]  Singapore Citizen aged ≤ 39, Singapore Permanent Resident (SPR) & LTVP+ holder	SME-sponsored Singapore Citizen, SPR & LTVP+ holder	Employer-sponsored & Self-sponsored Singapore Citizen aged ≥ 40
Course Fee = \$700.00	Course Fee = \$700.00	
SkillsFuture Funding (70%) - \$490.00	SkillsFuture Funding (70%) - \$490.00	
GST 9% of Nett course Fee + \$18.90	GST 9% of Nett course Fee + \$18.90	
	Additional Top-Up Funding (20%) - \$140.00	
<b>Fee Payable = \$228.90</b>	<b>Fee Payable = \$88.90</b>	

## Definition of SMEs:

(i) Registered or incorporated in Singapore

(ii) Employment size of not more than 200 or with annual sales turnover of not more than \$100 million

## Funding Eligibility

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

1. Singapore Citizens, Singapore Permanent Residents (SPRs) or Long Term Visit Pass Plus (LTVP+) Holders
2. Not a full-time national serviceman (under company-sponsored)
3. **Attain at least 75% course attendance**
4. **Successfully complete assessment & certified as competent**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore
6. Sponsoring company is the direct employer who is contributing CPF for the registered Singapore Citizens or Singapore Permanent Residents (SPRs) participant

For training conducted outside working hours, AP funding is given to the employers to defray the overtime pay that was paid to their employees. Hence to qualify for AP funding, employers must have in place Human Resource (HR) policy which provides for the payment of overtime pay to employees for these training hours and pay their employees overtime pay for these hours, in accordance with the HR policy.

## Enquiries:

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