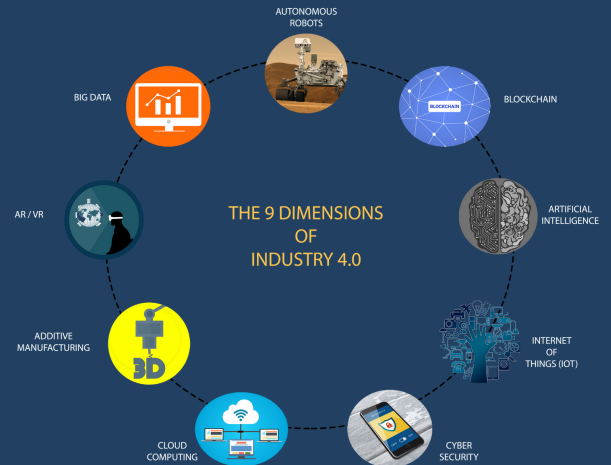


# SKILLSFUTURE FOR DIGITAL WORKPLACE

The easiest way to level up your company wide digital skills

Rejoice! We bring you glad tidings. SNEF has a heavily funded programme to help your staff become more productive using your existing office IT assets and free mobile apps. Don't lose out on these benefits which many of our large employers have taken advantage of. Check the details below for the best solution to level up your digital skills.



## Focuses

- Focuses on the 9 Dimensions of Industry 4.0
- Focuses on a strategic business level
- Focuses on company's digital needs

## Outcome

- Align with Government's Go-Digital Agenda
- Low investment for maximum output
- Stay relevant in the Industrial Revolution 4.0

## Hands On Experience With Apps & Tools

- Learn to utilise your phone or laptop beyond WhatsApp and Social Media to fill out PDF forms, Convert Text Images to Editable Digital Text, Work Automation, QR Code Generation, Signatories approval, Audio to Text Converter for Meetings, and many more.
- Google Suit Essentials; Work Collaboration on Google Docs, Sheets, Slides, How to Use Google Hangout as a Communicator, Note taking Using Google Suites, Sharing and Storing Files On Google Drive, etc
- Office 365 essentials; Work Collaboration on Excel/Powerpoint/Word, How to Use MS Teams as an Office Communicator, How to Use SharePoint, Sharing and Storing Files On One Drive, Authenticator App Usage, Note Taking Using One Note, etc

## Cyber Security 101

- Two Factor Authentication : The necessities and applications
- Data threat : Learn the many varieties of data threats and their impact
- Digital password: 8 tips on how to create a good password. Activities include creating a good digital password
- Fake News: Learn the steps on how to spot misinformation and fake news sources. Activities include using apps to spot misinformation.
- SURE Method: Learn about the SURE method to combat fake news
- Cyber protection: how to protect against phishing, malware, virus, scams, etc
- Cyberattack 4 ways to combat Cyber Attack

## Mindset Change

- Why adapting to changes is critical for future skills
- 14 ways to develop the right mindset: Learn the many ways you can apply to frame the right mind-set in adapting to changes in Digital Workplace

- Exclusive to employers whose Staff are Singaporeans or Permanent Residents (PR) of Singapore
- Payroll Funding is also applicable!
- Absentee Payroll : 80% of hourly basic salary, capped at \$4.50 per hour for both SMEs and non-SMEs
- Absentee Payroll can only be claimed up to 17 hours

## Course Fee and Duration

- Full Fee : \$700
- Training Grant Amount \$650
- Amount Payable after training grant : **\$50.00 Only**
- Duration : 2 days, 8.30am to 6.30pm (18 hours)

