

Digital Literacy & Collaboration Tools for Professionals

COURSE OVERVIEW

This course covers fundamental digital competencies, including data management, online communication, cloud-based collaboration and cybersecurity awareness. It equips participants with the essential skills and confidence to navigate the modern digital workplace effectively. Through hands on sessions, participants will learn to leverage key digital tools such as Microsoft 365, Google Workspace, Slack, Trello, and other productivity platforms to enhance efficiency, streamline workflows and foster team collaboration in hybrid or remote work environments.

WHO SHOULD ATTEND?

This course is designed for professionals, team leaders, administrators and managers across all industries who wish to enhance their digital proficiency and improve workplace collaboration. It is particularly beneficial for those adapting to digital transformation initiatives or working within technology-driven or remote teams.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Demonstrate core digital literacy and online communication skills.
- Utilize leading collaboration and productivity tools for effective teamwork.
- Manage digital information securely and efficiently.
- Integrate digital tools to optimize workflow and project outcomes.
- Adapt confidently to evolving digital work environments.
- Boost productivity using digital platforms and emerging technologies.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Fundamental digital literacy skills essential for modern professionals.
- The importance of online safety, privacy, and digital ethics in professional environments.
- How to effectively use collaboration tools such as cloud platforms, communication apps, and project management software.
- Strategies to enhance productivity through technology integration.
- Best practices for digital communication and virtual teamwork.
- Techniques for managing digital information securely and efficiently.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded