

COURSE DURATION

16 hours

COURSE SYNOPSIS

Companies are turning to mobile devices to boost productivity as an evolving work landscape has changed how, when, and where many of us do our jobs. Over this 2-day workshop, participants will learn how to up their productivity level through the usage of various applications on their mobile devices and understand the cyber risk of online & mobile applications. On top of that, they will also learn to document their productivity performance with effective document management.

COURSE OBJECTIVES

By the end of this course, learners will be able to:

- Define what is productivity and recognise its importance at the workplace
- Identify types of mobile devices and utilise these devices at the workplace
- Identify different types of mobile applications and utilise the applications at the workplace
- Apply effective document management practices to handle workplace documents

TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

This training is relevant to learners who perform Tech-Lite job roles that involve the use of foundational digital solutions at work. The course is suitable to employees who are at operational, supervisory, and managerial level.

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education.
- Learner should have at least 1 year's working experience in any industry.
- Learners must be able to operate a mobile device, such as smart phone or tablet.

TRAINING METHODOLOGIES

Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught.

COURSE CONTENT**Learning Unit 1: Importance of Productivity Improvement at the Workplace**

- Define what is productivity in the workplace
- Recognise the need for and benefits of improving efficiency
- Identify factors that affect improvements at the workplace

Learning Unit 2: Applying Smart Mobile Devices at the Workplace

- Recognise and identify types of smart mobile devices
- Identify and operate the interfaces of mobile smart devices
- Manage settings of mobile smart devices
- Use the capabilities of mobile smart devices
- Apply smart mobile devices to enhance efficiency at the workplace

Learning Unit 3: Tools and Techniques for Productivity Improvements

- Identify free and paid mobile applications and tools
- Identify safe sources for downloading mobile applications
- Operate mobile applications at the workplace

Learning Unit 4: Drive Productivity with Effective Document Management

- Recognise importance of document management
- Apply effective document management to drive improvement