

# WSQ Up Your Productivity @ Work with Smart Mobile Devices



COURSE DURATION

**16 Hrs**

COURSE REFERENCE NO.

**TGS-2023019877**

MODE OF TRAINING

**Classroom**

FUNDING VALIDITY

**Till 27 Mar 2027**

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

## Who Is This Course For

- 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.

FULL FEE

**\$450**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$175.50**

SME OR Singaporean age  
40 and above (inclu.GST)  
70% Course Fee Funded

**\$265.50**

Non-SME OR Singaporean  
age 21 to 39 OR Singapore  
PR  
(inclu.GST)  
50% Course Fee Funded

Subsidies Available

Individual

SkillsFuture Credit  
UTAP  
PSEA

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## 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

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