

Learning Objectives:

By the end of this module, participants will be able to:

- Use productivity tools such as Google Workspace and Microsoft Teams for effective communication and collaboration.
- Organize tasks, projects, and files using digital management tools (e.g., Trello, Asana, or Notion).
- Apply best practices for digital communication and remote teamwork.
- Understand cybersecurity basics and protect personal and professional data online.
- Demonstrate digital professionalism and responsible online behavior.

Module Topics:

1. Introduction to Digital Literacy

- What is digital literacy and why it matters in the modern workplace
Overview of essential digital skills
Understanding the digital transformation of work

2. Productivity & Collaboration Tools

- Using Google Workspace: Gmail, Drive, Docs, Sheets, and Calendar
- Microsoft Teams & OneDrive for communication and file sharing
- Managing projects using Trello, Asana, or Notion

3. Digital Communication Etiquette

- Writing effective emails and chat messages
- Managing virtual meetings and online collaboration
- Cross-cultural communication in digital environments

4. Time Management & Productivity Strategies

- Setting digital priorities and managing deadlines
- Integrating productivity apps for better workflow
- Avoiding digital burnout and distraction

5. Cybersecurity & Data Protection

- Understanding common cyber threats
- Safe browsing, password management, and phishing awareness

- Data privacy and responsible online conduct

6. Digital Professionalism

- Building a professional digital presence
- Ethical behavior in online settings
- Lifelong learning and adapting to technological change

Learning Methods:

- Hands-on practice with digital tools
- Case studies and group activities
- Real-world project simulations
- Guided tutorials and assessments