

LITHAN

**EDU** **CLaaS**<sup>®</sup>  
digital skilling

# SKILLS FUTURE DIGITAL WORKPLACE

## SFDW 2.0

Course Overview

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## 1. Course Overview

Headings	Details
Course Code	SFDW-GEN
Product Title (Internal)	Skills Future Digital Workplace
Course Title (External)	Skills Future Digital Workplace 2.0 (SFDW 2.0) – Generic (Synchronous and Asynchronous E-Learning)
Learning Mode	Full-time/ Part-time
Target Persona	<ul style="list-style-type: none"> <li>Enterprises who would like to explore what digital workplace skills need to focus on their employees and to the company</li> <li>Enterprises who would like to send their employees to know their skill gaps for the digital workplace.</li> <li>Individuals who would like to learn skills future digital workplace initiatives.</li> </ul>
Entry-Prerequisites	<ul style="list-style-type: none"> <li>Academic: Minimum one credit in N Level or its equivalent</li> <li>Age – Minimum 21 years</li> <li>Work Experience – Not Mandatory</li> </ul>
SSG Course Reference No	TGS-2023036066
Course Validity Date	30-06-2024
Course Developer	Lithan Academy
Relevant Job roles after completion of the course	NA

## 2. Course Brief

Based on the Global Digital Skills Index report, individuals in Singapore express a lack of readiness and competence in the digital skills essential for the upcoming five years of work. Further efforts are necessary to enhance the expertise of Singapore's workforce and adequately prepare them for the evolving digital landscape.

The SkillsFuture for Digital Workplace (SFDW 2.0 Generic) is a fundamental training program designed for local PME adults. Its objective is to assist them in cultivating fundamental digital literacy skills across four key areas: Automation, Cybersecurity Risk, Data Analytics, and In-Demand Digital Tools.

During the first day of the program, PME learners will be exposed to the advantages of automation, including best practices and tools like Power Automate and AI Builder. In the Data Analytics section, learners will acquire knowledge about different data types, data collection, and cleansing techniques, report development, and dashboard analysis. These skills will enable them to identify patterns and make meaningful business decisions.

Furthermore, Learners will explore popular digital tools such as Microsoft Teams, SharePoint, and OneDrive, with an emphasis on establishing a collaborative work environment. They will also receive the basics of Power Apps and learn about self-serve advertising tools like Facebook Audience Insights and Google Keyword Planner Tool. Additionally, they will receive an introduction to cybersecurity essentials, covering common IT threats, security controls, various techniques employed by cybercriminals, and methods to safeguard themselves using tools such as Firewalls and Authentication methods.

During the 2nd day of the program, PMEs can learn how Generative AI enables innovative product development, personalization, and content generation. They will understand its potential impact on user experiences, creative industries, and ethical considerations. Learners will discover opportunities to integrate Generative AI technologies into their businesses to stay ahead in the competitive landscape.

Furthermore, Learners will explore agile project management, which provides an overview of Agile principles and methodologies. They will learn about iterative development, scrum frameworks, and adaptive planning. Understanding how Agile fosters collaboration, improves project visibility and responds to changing requirements, they will gain insights into implementing Agile practices to enhance project delivery, team productivity, and overall project success.

Toward the end of the 2nd day, learners will be introduced to the Skills Framework website provided by SSG (SkillsFuture Singapore). They will learn how to navigate the platform to access key information on sectors, career pathways, job roles, and both existing and emerging skills required for their upskilling.

The course concludes with Learners assessing their skills gaps through a self-assessment, developing a self-directed learning plan for their upskilling, and reinforcing their learning through a short-written examination assessment.

### 3. Course KSA Summary

#### Knowledge Statements

- Understand the benefits and best practices of workplace automation, including tools like Power Automate and AI Builder.
- Explain fundamental concepts of cybersecurity, encompassing common threats, security controls, and protective measures.
- Recognize various data types and grasp data collection, cleansing techniques, report development, and dashboard analysis.
- Describe the functionalities and applications of digital collaboration tools like Microsoft Teams, SharePoint, and OneDrive.
- Define the role and potential of emerging digital tools, such as Bots, Power Apps, and research and self-serve advertising tools.
- Explore the concept of generative AI, its advantages, and its practical applications for businesses.
- Describe the agile scrum methodology and project management.

#### Skills Statements:

- Explore the usage of the Power BI tool in data analytics in the day-to-day business.
- Learn the process automation steps and its application in the business.
- Demonstrate proficiency in using in-demand digital tools for functional tasks in the modern workplace.
- Apply the SSG's Skills Framework to relevant job roles.
- Identify an individual's skills gaps and define a learning journey for job induction, upskilling and/or reskilling which is aligned with SSG's Skills Framework
- Facilitate Enterprise Digital Transformation by fostering a digital-savvy workforce.

**Ability Statement:** Identify skill gaps in individuals and prepare a comprehensive learning plan for upskilling them.

## 4. Course Summary

### 4.1 Module-Session Details

S N o	Module Names	Learning Activity				
		Module Code	E-Learning (Async)	Flipped Class (Sync)	Assessment (Sync)	Total Hours
1	Skills Future Digital Workplace 2.0 (SFDW 2.0) – Generic	SFDW-GEN	4	14	0.5	18.5
<b>TOTAL</b>			<b>4</b>	<b>14</b>	<b>0.5</b>	<b>18.5</b>

### 4.2 Learning Mode & Duration

Learning Mode	Course Duration	Guided Learning Hours	Hours/Week	days/Week	Hours/Day
Full-time	2 days	14 hours	14 hours/week	2 days/week	7 hours/day
Part-time	1 month	14 hours	4 hours/week	2 days/week	2 hours/day

## 5. Module Details – SFDW 2.0 Generic

### 5.1 Module Brief

The SkillsFuture for Digital Workplace (SFDW 2.0 Generic) is a fundamental training for local PME adults, focusing on digital literacy in Automation, Cybersecurity Risk, Data Analytics, and Digital Tools. Day 1 covers automation benefits, Data Analytics, digital tools like Microsoft Teams, Power Apps, and cybersecurity essentials. Day 2 explores Generative AI's impact on product development and agile project management principles. Learners discover how to integrate Generative AI into businesses and navigate the Skills Framework website for upskilling. The course ends with self-assessment, a self-directed learning plan, and a multiple-choice assessment to reinforce their skills. Overall, it equips PMEs with essential digital skills and develops a self-directed learning plan for their upskilling.

#### **Instructional Units:**

1. Process Automation
2. Data Analytics
3. In-demand digital tools and Cyber Security risk
4. Generative AI
5. Agile Project Management
6. Future Ready Skills (Skills Framework)

## 5.2 Module Session Plan

Session No#	Session Type	Day no#	Duration Hrs
1	E-Learning	1	4
2	Flipped Class on IU-1	2	1.5
3	Demonstration on IU -1	2	1
4	Flipped Class on IU -2	2	1.5
5	Demonstration on IU -2	2	1
6	Flipped Class on IU -3	2	2
7	Flipped Class on IU- 4	3	1.5
8	Demonstration on IU -4	3	1.5
9	Flipped Class on IU -5	3	2.5
10	Flipped Class on IU -6	3	1.5
11	Written Examination - Assessment	3	0.5
	<b>Total</b>		<b>18.5 hours</b>