

SKILLSFUTURE FOR DIGITAL WORKPLACE

Course Synopsis

Course overview

The objective of this course is to provide the participants with the knowledge and awareness of current and emerging technologies, and how these impact on the world, organisations and individuals in terms of uses and cyber risks.

This equips the participants with the skills to build a proactive and adaptive mindset, enabling them to be future-ready, anticipate and be prepared for the evolving workplace changes.

The pedagogic approach is based on experiential and interactive learning, whereby the participants will apply their knowledge and experience to, and reflect on, real-world future changes and develop a mindset shift to be prepared for such changes.

Through videos, seminar-style discussions, action learning sets and presentations, the participants will accumulate a series of practical learning points over a two-day period that can be actively applied to their organisations and personal development after the course. The focus will be on functional outcomes such as being able to; (i) use common digital tools and software to perform basic functions e.g. apply for SkillsFuture Credit or making an electronic payment; (ii) perform basic cyber security actions e.g. setting up passwords to protect data or information, identifying whether information or news received are fake; (iii) contribute data e.g. uploading a document to share information with colleagues; and (iv) find and interpret information online e.g. searching online for suitable products and comparing them.

The assessment method will focus on the participants' ability to reflect on future changes that have an impact on the individuals and workplaces.

Designed for

This introductory course is suitable at all levels of working adults, particularly those who are aged 35 years old and above, with a minimum 'O' level qualification and basic digital skills

Topics

- Technological Revolution, not Evolution
- Growing the Mindset
- Innovations and Data Analytics impacting the Workplace
- Cyber Security
- Virtual and Augmented Reality application in the business world

Learning Outcomes

- Aware of what jobs in the future entail
- Understand the importance of being future-ready
- Understand how data and information can be used
- Aware of the importance of cyber security in daily/work application
- Able to apply the knowledge and understanding to be future-ready
- Able to perform certain functional outcomes;

- Able to develop an action plan to continue learning to be ready for the future changes

Certificate Certificate of participation is awarded upon 75% attendance for the course.

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Trainers' Profiles



Yeo Beng Teck. Beng Teck has more than 25 years' experience working in a multinational Information Technology company as well as in SME. Started his career as an IT system engineer and programmer in the areas of system integration, data networking and security. He had a wide variety of experience in different positions from Account Management, Operation Manager and later moving into Human Resource Development as Acting Director of Learning and Development (Asia-Pacific) in a multinational corporation.

He brings with him a wealth of experience working with people from all levels of the organisation and different business functions in companies across Asia Pacific. He had experience as a change agent involved in the development and implementation of interventions for the organisation. He had also taught in the WSQ programme such as WSQ ES courses, WSQ EDGE and WSQ Leadership and Personal Development courses.

Beng Teck graduated with:

- MSc in Industrial and Organisational Psychology & HRM from Baruch College - City University of New York
- Degree in Human Resource Training and Development from University of Southern Queensland
- Professional Diploma in Training and Development from the Singapore Training and Development Association
- Diploma in Electronics and Communication Engineering from Singapore Polytechnic

Certification:

- ACTA
- Myers-Briggs Type Indicator (MBTI) assessment instrument
- Clark Wilson Leadership 360 Feedback



Jeanette Ng. Jeanette's career spans the world of strategic planning, private equity, law, education and training, amongst others, over a period of more than 20 years.

She has extensive experience in mentoring and working with cross-cultural teams, and stakeholder engagement within Asia, Europe and Latin America, in more than US\$18 billion of projects.

Amongst other roles, she was previously:

- the Global Head of Strategy for an international conglomerate, responsible for spearheading the integration and restructuring of acquired companies, group-wide implementation of human capital and other change management initiatives and the rolling out of greenfield projects; and
- an Investment Manager of a private equity fund, co-managed by Standard Chartered Bank, focused on wireless and technology-related investments.

As part of her community and social initiatives, she served as a mentor and consultant under various projects in Bhutan, including the country's flagship Innovation and Technology Centre and the national DHI-BEGIN entrepreneurship programme.

Current Portfolio:

Jeanette is now a business advisor, coach and facilitator for various leadership development and other learning programmes for MNCs, SMEs, Singapore Management University and government-related organisations and agencies within the region.

In addition, she is part of the adjunct faculty with Nanyang Technology University's Master of Science Programme, Royal Melbourne Institute of Technology and Singapore University of Social Sciences (formerly known as SIM University) for modules such as Strategy, Leadership and Business Negotiations. She is also a project advisor with UOB-SMU Asian Enterprise Institute.

As a facilitator and part of the teaching faculty, her responsibilities include the design of onsite and blended learning programmes, incorporating the use of simulations, role plays, videos, interactive visual aids and online discussion boards for regional teams, adult learners as well as university students.

She has written case studies on Asian companies, for use in class work and conducted talks on case writing and analysis at Institute of Adult Learning and other organisations.

Project Clients and Workshop Participants included: Land Transport Authority of Singapore; Changi Airport Group; Sumitomo Chemical Group; Infineon AG; Schneider Electric; Hana Financial Group; Yahoo! South-East Asia; RSM Chio Lim StoneForest; Protivity Consulting Group;

International SOS; Druk Green Power Corporation; Tashi Group; Yangphel Group; Ministry of Economic Affairs, Bhutan; Ministry of Information and Communication, Bhutan; Thunder Motors; Character Montessori; House of Anli; Mind Edge Learning Academy; MahaChem Group; Offstock.com; W' Atelier, Binchi Creamery; BigFatPurse; Playware Studios; Offstock.com; Chiltern