

MESTI DIGITAL SKILLS ENRICHMENT PROGRAM

SHRDC



OVERVIEW

- Development of digital literacy skills for employees and communities to function effectively in the digital environment
- Utilizing online tools for communication, creation of digital content and performing digital transactions
- Highlights the importance of security and privacy risks
- Provides tips on digital resources for problem-solving and independent learning
- Supports the development of digital emotional intelligence (EQ) for a strategic and sustained online presence

TARGET GROUP

- Malaysian employees of organisations and companies based in Selangor
- Participants to bring their devices e.g. smart phone, tablet or laptop for course activities and assessment

PROGRAM DETAILS

Duration: 2 full days (9 am – 5 pm)

In-house option and customized arrangements available for minimum of 20 pax.
Contact SHRDC for more details.

Fees: Fully funded sessions available on a first come first served basis, from March to December 2018

- Search and retrieve digital information and content
- Evaluate credibility and accuracy of the digital content and its source
- Manage, organize, and store digital information and content

Information Literacy

- Create, edit, and share information and content with digital communities
- Understand copyright and licenses

Digital Content Creation

- Conduct financial transaction using digital platforms
- Sell and purchase items or services in digital environments
- Use of e-government services

Digital Transaction

- Communicate, collaborate, and share information and content with others within digital environment

Communication

- Use of digital tools to find solutions
- Utilization of digital information

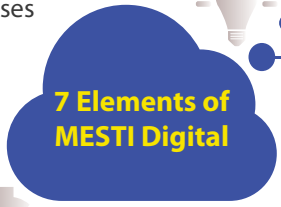
Problem Solving

- Protect personal data and privacy in digital environments

Security and Privacy

- Respect cultural and generational differences of digital citizens
- Manage digital identity, reputation, and footprint

Digital Emotional Intelligence





SHRDC

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