

Course Information Sheet

Digital Productivity Skills Bootcamp

BC06E99A



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| Venue 📍 Hyde Park House | Start Date | 10 Sept 2024 09:30 |
| | End Date | 5 Nov 2024 16:30 |
| | Fee | No Fee |
| | Materials | £0 |

[OCSW BC06E99A Skills Bootcamp Digital Productivity \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

Master the art of getting things done in the digital age! This course equips you with the tools and strategies to boost your productivity, manage time effectively, and collaborate seamlessly online.

Course Description:

Feeling overwhelmed by digital clutter? This course is your key to unlocking a more organised and efficient you. Learn the fundamentals of digital productivity, explore powerful tools and apps, and master techniques for time management, communication, information organisation, and workflow automation. Improve your focus, reduce distractions, and collaborate effectively with colleagues. By the end, you'll be empowered to achieve more in less time.

What Will I Learn?

- **Module 1: Foundations of Digital Productivity:**
 - Understand the benefits of digital tools for efficiency.
 - Grasp key concepts and best practices for digital productivity.
 - Explore popular productivity tools and apps.
- **Module 2: Time Management and Planning:**
 - Master time management strategies in the digital world.
 - Learn goal setting and task prioritisation techniques.
 - Use scheduling and planning tools for optimal organisation.
 - Discover methods to avoid distractions and stay focused.

- **Module 3: Digital Communication and Collaboration:**
 - Leverage digital communication and collaboration tools effectively.
 - Develop best practices for email and messaging etiquette.
 - Master video conferencing and online collaboration platforms.
 - Become proficient at collaborating on shared documents and projects.
- **Module 4: Information Management and Organization:**
 - Learn best practices for managing digital files and documents.
 - Explore tools and apps for note-taking, research, and information management.
 - Get introduced to project management techniques and tools.
- **Module 5: Automation and Optimization:**
 - Understand automation and optimization concepts in a digital environment.
 - Discover workflow automation and optimization tools.
 - Learn how to automate routine tasks and streamline digital processes.

How Will I Be Assessed?

- A combination of assignments, presentations, and practical exercises will demonstrate your newfound productivity skills.
- A final portfolio will showcase your proficiency in using various productivity tools

Who is this Course For?

This course is ideal for anyone seeking to improve their digital productivity in the workplace or personal life. Whether you're a student, professional, or entrepreneur.

How do I enrol?

To apply for this course online at www.oucoursesouthwest.co.uk and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713. You will be invited to undertake an initial assessment and additional skills scan to ascertain your levels of English and maths and previous experience prior to entry on this course of study.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

You need to be 19 or over to do a Skills Bootcamp. For most Skills Bootcamps, you do not need to have any previous knowledge in the subject. You just need to speak a good level of English and have a willingness to learn.

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA).

It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are fully funded by the Government for independent learners. Part of the price of a Skills Bootcamp may be required to be funded by the employer where an employer is upskilling one of their own employees.

Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onscoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

