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DIGITAL SMARTS FOR CORPORATE PROFESSIONALS

Start Date:	08/11/2026	**End Date:**	12/11/2026
Categories:	Digital Literacy	**Venues:**	Dubai
Formats:	In Person	**Instructors:**	

OVERVIEW

This course provides essential digital skills for modern workplace success. Participants will improve productivity, security, and digital communication across common platforms and tools.

OBJECTIVES

By the end of this course, participants will be able to: – Navigate and manage digital work environments confidently. – Apply basic cybersecurity and data handling best practices. – Communicate clearly and professionally across digital channels. – Use cloud tools and collaborative platforms effectively. – Optimize workflows through shortcuts, settings, and integrations.

COURSE OUTLINE

1- Digital Workplace Foundations: Tools and Etiquette 2- Communication Skills for Email, Chat, and Video 3- File Organization, Sharing, and Cloud Tools 4- Security Awareness and Safe Digital Practices 5- Productivity Tools, Settings, and Automation Tips

TARGET AUDIENCE

All Supervisory Levels, Corporate professionals, team members, admin staff, and new joiners looking to boost digital confidence and efficiency.

METHODOLOGY

Interactive tutorials, real-world digital task scenarios, group troubleshooting, communication labs, and mini digital skill challenges.

CONCLUSION

Participants will leave ready to operate efficiently in digital-first work environments with confidence, clarity, and digital savvy.

DAILY AGENDA

Day 1: Digital Foundations

Explore essential tools, workplace expectations, and smart digital habits.

Day 2: Communication Smarts

Master digital messaging, meetings, and etiquette across tools.

Day 3: Files in the Cloud

Store, share, and organize files with security and structure.

Day 4: Digital Safety First

Protect data, avoid scams, and apply digital security basics.

Day 5: Productivity Boosters

Use keyboard shortcuts, automations, and apps to save time daily.

For more information, please contact us:
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