



FREE
course

SKILLS for a DIGITAL WORKPLACE

WORK AT YOUR OWN PACE

with one-on-one support from faculty.

Skills for a Digital Workplace is a **FREE course** that will help you gain the skills needed to work in a remote office setting.

SKILLS DEVELOPMENT:

- Maintain personal and professional well-being and rapport with current and potential employers, customers and coworkers.
- Use Microsoft Teams for chat, calendars, organizing virtual meetings, making agendas and sharing files.
- Learn how workplace ethics and interpersonal skills help serve customers and communities in sustainable ways.
- Develop positive customer relationships through sound decision-making strategies using common social media platforms.

Learn in person or from home and schedule your learning to accommodate family and work priorities.

Earn badges for successful completion of these modules:

• information • technology • media



FOR MORE INFORMATION OR TO REGISTER

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ACADEMIC AND CAREER PREPARATION

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