



THINK Digital

Course Catalog

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Training Programme

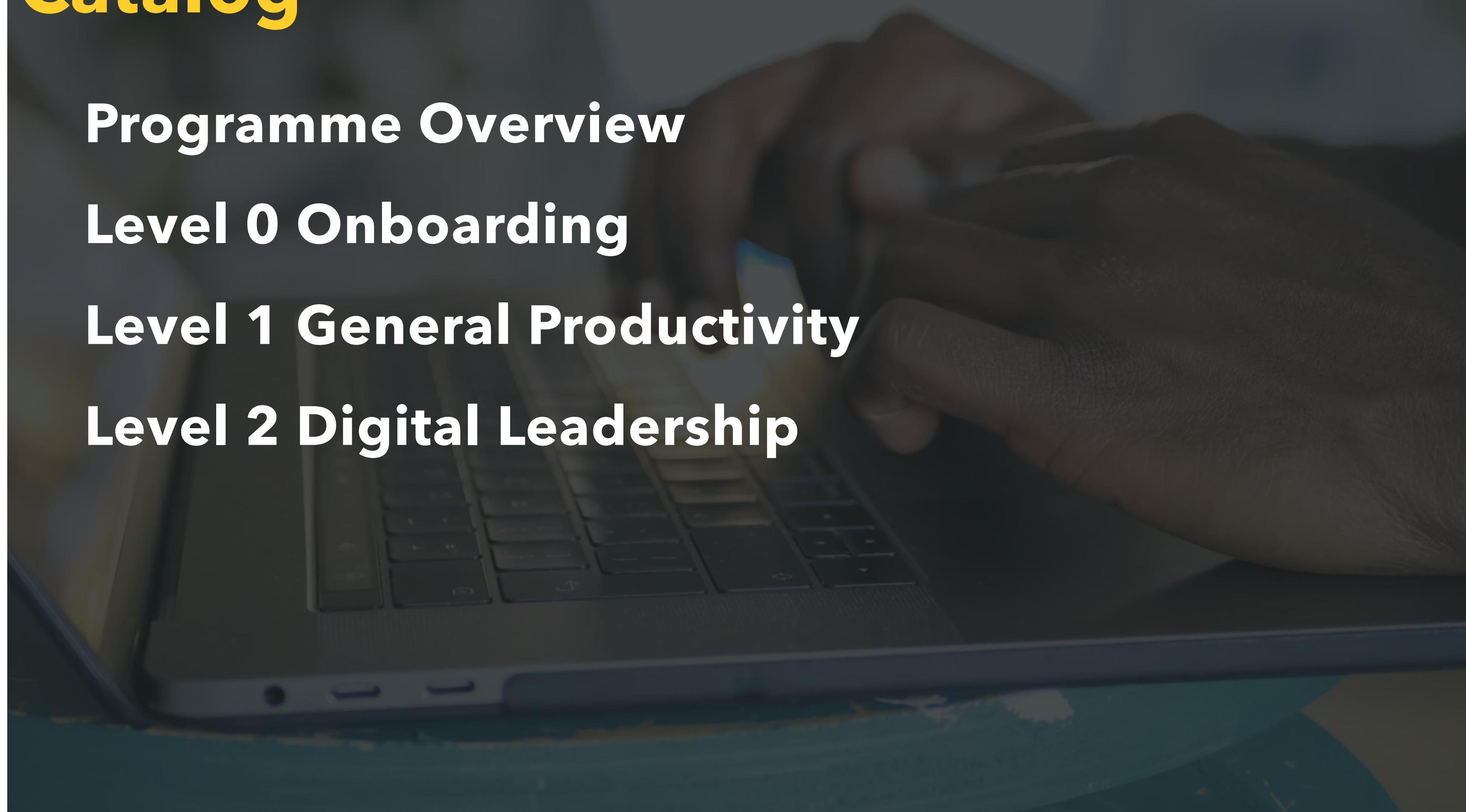
Catalog

Programme Overview

Level 0 Onboarding

Level 1 General Productivity

Level 2 Digital Leadership





An introduction to the computer and guidelines for handling GovKN digital assets

Level 0 Onboarding

Module 010 Getting Onboard

- 👉 Navigating a Computer System
- 👉 Guidelines for Using GovKN Computers

Module 020 Getting Online

- Safely Navigating the World Wide Web
- 👉 Using @gov.kn Emails
- 👉 Leveraging Search Engines

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Training in the use of
GovKN's Office365
Platform, & collaborating
with team members

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Level 1 General Productivity

Module 110 Productivity Tools

-  Word
-  Excel
-  Powerpoint

Module 120 Tools for Collaboration

-  SharePoint
-  OneDrive
-  Teams



Knowledge, tools, and
confidence to transform
business processes within
the public service

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Level 2 Digital Leadership

Module 210 Creative Tools

- Forms
- PowerApps
- Web Development

Module 220 Course Delivery

Module 230 Service Design