THINK Digital Training Programme

Course Catalog

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16 Courses

3 Discipline Levels

All Public Officers

22 Ministries

online
self-paced
accessible

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Programme Overview

The **THINK Digital Training Programme** is aimed at *all public officers*, and consists of multiple courses grouped across *three tiers* for delivery. Course content ranges from an introduction to computers, to *transforming business processes* within the public service. This training programme instills participants with the *competence and confidence* needed to perform knowledge work effectively.

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

Level 0 Onboarding

Module 010 Getting Onboard

- Navigating a Computer System
- Information Literacy
- 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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Level 1 General Productivity

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

Module 110 Productivity Tools

- Word
- Excel
- Powerpoint

Module 120 Tools for Collaboration

- SharePoint
- OneDrive
- Teams

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

Level 2 Digital Leadership

Module 210 Creative Tools

Forms

PowerApps

Web Development

Module 220 Business Processes

Course Development

Service Design

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Great things are done by

a series of small things

brought together

- Vincent van Gogh

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Online Course Delivery

Combining what you have

Office365 Account

Web Browser

PCs & Smartphones

with what is possible

Online Platform

Training Videos