



Course outlines

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Digital Literacy



Essential Digital Competency Passport

5 hrs

COURSE OUTCOMES

- All participants who successfully complete this training will be able to confidently start using digital tools in their everyday life
- This program, dedicated to the use of the tablet, is designed for inexperienced users. It provides learners with the necessary guidance to get comfortable with basic uses of digital tools
- With its 8 modules, learners will discover the general purpose and use of the tablet, learn how to connect to and navigate the Internet, how to use messaging applications and navigate security features
- This course also aims at familiarizing learners with the impact of digital tools on health and the environment

MODULES IN THE COURSE



The Tablet

Introduction to the features of a tablet.



The Applications

Identify basic applications that are found on a table and how to install them. Learn how to use and manage notifications.



Internet Connection

Understand what the Internet is and how to use it.



Security

Understand rules and creation of secure passwords, online shopping and how to manage fake news.



Browsing the Internet

Discover different internet browsers and learn how to do an internet search.



Health

Be aware and manage the impact of digital technologies on physical and mental health. Learn good practices.



Messaging

Learn how to create an email address and manage an inbox. Also how to send an email and use the messaging features on a tablet.



The Environment

Understand the impact of digital technology and sources of pollution in the digital world.



Digital Competency Passport for Employment

50 hrs

COURSE OUTCOMES

- All participants who successfully complete this training will be able to confidently use a computer at home and in the workplace
- They will be able to use word processing, spreadsheets, presentations, and database management software to produce professional outputs. They will also be taught how to navigate social media, for personal and professional use, in a more constructive and safe way
- This program will enable them to become independent users, equipped with the necessary skills to deepen their knowledge on their own

MODULES IN THE COURSE



Computing Fundamentals

Essential concepts required to use a computer at home or at work. Navigating a desktop environment, identifying inputs and outputs, file and storage management, networking, and essential concepts of security. Understanding Health and Environmental impact related to ICT.



Desktop Computing

Operating systems (focus on Windows), folder management, common file types, data compression, storage and search functions, printing, file security, and document management.



Online ICT skills

Essential concepts required to socialize, study and work online. Using a navigator, browsing securely and effectively, advanced search features, online communities, internet forums and chat rooms, and main online threats (phishing, viruses, and fraud).



ICT Security

Good practices to be safe and secure online. Understanding data threats, privacy, copyright, network security, and secure data management. Safe navigation, social media, and email interactions.



Word Processing

Production of professional-level documents through word processing applications. Creation and management of documents, basic design using tables and graphics, mail merging and formatting, outputs, print management, and productivity enhancement.



Presentations

Design, create and display appealing and professional presentations. Latest presentation software, graphical objects, multimedia, transitions and effects, image and sound insertion. Creation of "winning" slides for specific audiences.



Spreadsheets

Creation of spreadsheets for professional usage. Create and save spreadsheets in different file formats, data entry, good practice for list creation, select, sort and copy, move and delete data, edit rows and columns. Mathematical and logical formulas using standard spreadsheets functions, good practice for formula creation. Choose, create, and format charts to communicate information meaningfully.



Databases

Understanding of database structure. Create and search for records, use tables, retrieve data. Understanding the use of objects and creation of professional outputs.



Productivity

Streamlining of work processes, selection of appropriate IT tools and interventions for projects, development of solutions to improve efficiency and reduce costs, planning and project management.



Social Media

Positive, safe and effective use of social media, professional usage of main social media - including Facebook, LinkedIn and Twitter.



Digital Competency Passport for Educators

25 hrs

COURSE OUTCOMES

- All participants who successfully complete this training will be able to confidently use a computer at home and in the workplace
- They will be able to use word processors, spreadsheets, presentations, and database management software to produce professional-level outputs
- They will also be able to have a positive use of social media, including professionally, and to go online safely
- This program will enable them to become independent users, equipped with the necessary skills to deepen their knowledge on their own. as well as understand health and environmental impact related to ICT

MODULES IN THE COURSE



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Streamlining work processes, selecting appropriate IT tools and interventions for projects, development of solutions to improve efficiency and reduce costs, planning and project management.



Social Media

Positive, safe and effective use of social media, professional usage of main social media - including Facebook, LinkedIn and Twitter.



21st Century Teaching & Learning



21st Century School Management

30 hrs

COURSE OUTCOMES

- Understanding 21st century learning, focusing on technology planning and practical project and change management
- Technology planning as an essential building block for sustainable ICT in Education solutions.
- Project Management as a critical skill for implementing ICT in Education solutions
- The importance of communication, emotional intelligence, and strategies for managing stress and achieving a balanced life
- Digital citizenship and the importance of adhering to the code of conduct vital for global citizen participation
- Mentoring as a critical method to ensure sustainability and succession planning

MODULES IN THE COURSE



Introduction to 21st Century Learning

Discusses modern skills for educators and learners, emphasizing classroom adaptation to current educational demands and goal setting.



Technology Planning

Guides the development of a strategic technology plan, aligning educational goals with technology use, stakeholder involvement, and resource management.



Project Management

Introduces methods for overseeing educational projects, covering everything from initiation and planning to execution and review.



Change Management

Explores strategies for handling educational change, focusing on adaptation techniques, overcoming resistance, and implementing successful changes.



Manage Stress and Live a Balanced Life

Offers techniques for stress management and promoting mental health among educators and students.



Emotional Intelligence

Enhances educational outcomes by applying emotional intelligence principles to teaching and relationship management.



The Importance of Communication

Enhances communication skills in educational settings, covering effective storytelling and communication strategies for leadership.



Code of Conduct

Outlines professional behaviors and ethics in education, focusing on safety, confidentiality, and managing conflicts of interest.



Digital Citizenship

Teaches responsible digital behavior, addressing security, ethics, and the impact of digital activities on personal and community well-being.



Mentoring

Details the fundamentals of mentoring, including building effective relationships and fostering a learning environment that supports development.



The Art of Teaching for Preservice Teachers

COURSE OUTCOMES

- Understand the many components that come together to create an effective teacher
- Process the multiple learning styles that exist in the classroom, different types of intelligence, teaching tips and strategies to address these and different teaching techniques
- Understand 3 core learning theories: Behaviorism, Cognitivism and Constructivism in the classroom, how they impact the learning experience and examples of each
- Be aware of the importance of a lesson plan: before-class planning, during-class engagement, after-class reflections and adaptations
- Be aware of modes of technology, advantages and challenges, TPACK and SAMR models for technology integration
- Be introduced to guidelines for educators that include professionalism, safety, diversity, confidentiality and conflict of interest

MODULES IN THE COURSE



Dear Preservice Teacher

A short introduction to participants, welcoming them and setting expectations



What is an Effective Teacher ?

Knowing your content, being prepared and organized, knowing the difference between fairness and equality, high expectations, respect of students, communication and creativity, additional ideas to become an effective teacher



Learning Styles and Multiple Intelligences

Discover learning styles and multiple intelligences, teaching tips and strategies, teaching styles



Overview of Learning Theories

Dive into understanding behaviorism, cognitivism and constructivism



Lesson planning and Delivery

Identify a simple lesson plan, before class – preparing for the lesson, during class – plan to sequence the lesson in an engaging and meaningful manner, after class – reflecting on the lesson



Critical Thinking

Discover higher-order thinking skills, different ways to teach critical thinking skills



Introduction to Assessment

Master the concept of assessment, diagnostic assessment, formative assessment, summative assessment, assessment instruments



Classroom Management

Acquire knowledge in classroom management styles, “I” statements, classroom management strategies, resources



Technology in the Classroom

Introduction to technology in the classroom, TPACK, SAMR model, additional integration ideas



Code of Conduct

What it means to act professionally, notions of safety, confidentiality, diversity, conflict of interest



21st Century Teaching Essentials

25 hrs

COURSE OUTCOMES

- Understand the characteristics of 21st century teacher, teaching and classroom
- Recognise the responsible use of technology
- Understand the different communication and collaboration skills that need to be taught
- Ability to identify the differences between emotional, behavioural and cognitive engagement
- Ability to develop higher and lower-level questions
- Recognise the states of PBL and can create their unit
- Describe how they would use new assessment instruments in their classroom
- Create a classroom environment that encourages creativity
- Identify the seven stages of presenting their online lesson

MODULES IN THE COURSE



Introduction to 21st Century Learning

Understand 21st Century skills, teachers, learners and classrooms. Setting goals for 21st Century classroom transformation.



Digital Citizenship Fundamentals

Responsible use of technology, cyber-savviness assessment, issues and solutions to cyber security, cyberbullying, information ethics, plagiarism, fair use and downloads.



Student Engagement

Emotional, behavioral and cognitive engagement, deep learning and shallow learning, understand engagement models including content, product and process, lesson-design with content as an engagement technique.



Communication and Collaboration in the Digital Classroom

Communication and collaboration skills, good practices for online discussions and effective prompts, blogging for students, oral communication tools, purposes for collaboration, online collaboration tools, structure collaboration in the classroom, assessment practices in a collaborative classroom.



Questioning Skills

Bloom's taxonomy and question design, categories of higher-order questions, importance of lower-level questions, question-level identification, student-friendly sounding high-order questions, curriculum-framing question set design.



Introduction to Project-Based Learning

Stages of Project Based Learning (PBL), differences between projects, activities, and PBL, usage of elements of PBL, project-based unit design, implementation plan and timeline creation for designed units.



Introduction to Assessment

Changes brought by technology to assessment practices, components of an assessment strategy, differences between assessment of learning, assessment for learning and assessment as learning, assessment types, digital tools for record-keeping.



Blended Learning

Concept of blended learning, teacher and students roles in a blended learning environment, challenges in blended learning implementation, blended learning strategies, use of different technology tools in a blended environment.



Creativity in the Digital Classroom

Identify creativity in the classroom, creativity skills and dispositions, teaching creativity through specific learning activities, creation of an enabling environment for creativity, digital creativity tools.



Introduction to Online Teaching

Suitable platforms for online teaching, differences between Moodle and Google Meet, online teaching environment preparation, major changes in practices with online learning, seven stages of presenting online lessons.



21st Century Teaching Intermediate

20 hrs

COURSE OUTCOMES

- Design a project incorporating sustained inquiry, authenticity, a challenging problem or question, student voice and choice, reflection and a public product
- Create a preliminary plan for a flipped classroom, including pre-class, during and post-class sections
- Use online learning strategies to incorporate into the classroom
- Design sustainable assessments
- Understand the importance of data analysis and design lessons incorporating these concepts
- Demonstrate how to use different forms of multimedia in the classroom

MODULES IN THE COURSE



Project-Based Learning Applied

Project design including sustained inquiry, authenticity, challenging problems or questions, student voice and choice, reflection and a public product, building positive culture in the classroom, formative and summative assessment design, classroom management practices in a student-centered classroom, SAMR model levels and integration.



Multimedia Development for Teachers

Accessing multimedia resources, using different forms of media in the classroom, tools and methods for infographics creation, tools and methods for e-book creation, purposes for creation and use of e-books, sources of pre-made videos for classroom use, video creation.



Flipped Classroom

Four pillars of a flipped classroom, pros and cons of flipped classrooms, preliminary planning for the flipped classroom (pre-class, during class and post-class), implementation of technology tools with the flipped classroom.



Mastering the Art of Storytelling

Storytelling is not new; mastering the art of storytelling can benefit teachers and students by creating enhanced learning experiences. Learn how to craft compelling narratives that make lessons memorable, simplify complex topics, and foster a deeper connection with students.



Assessment for Lifelong Learning

Sustainable assessment design, diagnostic test creation, good versus poor multiple-choice questions, key elements in providing feedback.



Effective Online Teaching Strategies

Learning and teaching style identification, importance of social-emotional learning, online learning strategies and classroom implementation, active learning strategies, collaborative learning activities for students, environment preparation, major changes in practices with online learning, seven stages of presenting online lessons.



21st Century Teaching Advanced

25 hrs

COURSE OUTCOMES

- Use design thinking to create innovative student-centered learning experiences
- Understand how to incorporate data in teaching and learning as a future skill
- Confidently navigate the evolving educational landscape, leveraging AI to create more dynamic and inclusive student learning environments
- Be equipped to harness the power of gaming to make learning more enjoyable and effective for your students, paving the way for a more dynamic and inclusive educational experience
- Empower teachers with the fundamental skills and knowledge to bring the world of coding into their classrooms
- Empower educators with the knowledge and tools to integrate environmental sustainability into their teaching practices

MODULES IN THE COURSE



Design Thinking

Learn the stages of design thinking and integrate them into classroom teaching to foster innovative and student-centered learning experiences.



Coding for Teachers

Introduce the fundamentals of coding and integrate programming into your curriculum to boost creativity, logical thinking, and problem-solving skills.



Making Sense of Data

Discover the importance of data analysis and teach students to utilize both qualitative and quantitative data effectively. Learn to choose appropriate data collection and analysis tools to enhance educational outcomes.



Gaming in Education

Explore the use of gaming and gamification in education to enhance engagement, problem-solving, and collaboration. Develop strategies to align games with curriculum goals and adapt to diverse learning styles.



Green Education

Encourage sustainability in the classroom and develop a curriculum that promotes environmental awareness and empowers students with practical solutions to environmental issues.



Inclusiveness Education

10 hrs

COURSE OUTCOMES

- Define and understand key terms related to inclusivity, neurodiversity, and learning differences
- Understand the concept of learner diversity and its importance in fostering inclusive education.
- Create empathetic and supportive environments that address individual needs while celebrating unique strengths.
- Approach conversations with parents about learning differences and neurodiversity with sensitivity and professionalism.
- Collaborate effectively with multidisciplinary teams to address the unique needs of students.
- Recognize and implement workplace strategies that embrace and support neurodiversity.

MODULES IN THE COURSE



Introduction to Inclusiveness Education

Define and understand key terms related to inclusivity, neurodiversity, and learning differences
Describe strategies to foster collaboration among students to enhance inclusion and mutual understanding.
Understand the importance of championing diversity in classrooms, ensuring every student feels valued and capable of success.



Structures and Stories to support Diversity

Explain how to approach conversations with parents about learning differences and neurodiversity with sensitivity and professionalism.
Describe how effective collaboration with multidisciplinary teams can take place to address the unique needs of students.
Use real-life success stories to inspire and reinforce inclusive practices.



Understanding Learner Diversity

Understand the concept of learner diversity and its importance in fostering inclusive education.
Identify the neurological basis and characteristics of neurodivergent conditions such as Autism, ADHD, Dyslexia, Dyscalculia, and Dyspraxia.
Describe how to create empathetic and supportive environments that address individual needs while celebrating unique strengths.



Demystified AI for Educators

10 hrs

COURSE OUTCOMES

- Have a foundational understanding of artificial intelligence and its transformative educational potential.
- Be informed about AI applications, benefits, and challenges.
- Describe how to Integrate AI-driven tools and strategies into your teaching practice effectively.
- Explore how AI can personalise learning, enhance student engagement, and streamline administrative tasks.
- Explain how to leverage AI to create more dynamic and inclusive learning environments for students.

MODULES IN THE COURSE



Exploring AI

Understand the different concepts of AI, ML, DL, CV and Neural Networks
Understand how generative AI works
Understand how to use large language models



Teaching with AI

Identify areas where AI could be used in education to improve learning
Describe how Educators can use AI to enhance teaching
Describe how Educators can use AI to increase students engagement
Explain how Educators can improve assessment and feedback through the use of AI
Be aware of the ethical implications of using AI for teaching and learning



Hands-on Experience with AI Tools

Describe how to use the different tools available for content creation
Explain the use the AI tools and platforms to create lessons that provide personalised learning experiences for students and student support
Describe how to use AI toolkits and tools for Administrative efficiency

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21st Century Well-being



Teacher Well-being

25 hrs

COURSE OUTCOMES

- Understand the importance of change and how to manage it in their environment
- Be aware of emotional intelligence and how it affects teaching and learning
- Manage stress and be able to put strategies in place to balance work and personal life
- Underlining the importance of verbalising strategies to build relationships with students
- Handle screen time and social media so that it does not negatively impact their lives
- Support colleagues and students dealing with grief in a structured way
- Identify and support students dealing with trauma
- Identify and apply basic counseling needs with students
- Identify and support students dealing with depression
- Talk to students about sexuality education

MODULES IN THE COURSE



Manage Change

Human response to change, managing resistance to change, benefits of embracing change, change management resources.



Understand and Manage Emotional Intelligence

Understanding one's emotional intelligence, applications to enhance teaching and learning, emotional awareness, emotional management, socio-emotional awareness, relationship management.



Manage Stress and Live a Balanced Life

Mental health, interactions between stress, relationships and performance, stress factors and stress levels, resources to cope with stress, introducing hope, protecting teacher and student well-being.



Build Dynamic Relationships with your Students

Create and manage healthy teacher-student relationships, tapping into personal experiences, reaching beyond teaching and learning, destruction of comparing and favoritism, importance of praise and feedback, clear boundaries and suitable solutions.



Handle Screen Time and Social Media

Dealing with the demands of social media, digital behavior and habits, understanding the connected student, digital etiquette, footprint, rights and responsibilities, celebrating opportunities, benefits and positive digital experiences and habits.



Support Colleagues and Students dealing with Grief

Understanding grief, loss, and bereavement, teaching and learning while struggling with grief and loss, children and grief, practical applications of grief support.



Identify and Support Students Dealing with Trauma

Trauma types (violence in the home, bullying, accidents, robberies, divorce, death of a loved one etc.), recognize signs and symptoms of trauma, effects of trauma and stress on the body, manifestations of trauma in the classroom, responding to trauma.



Identify and Apply Basic Counseling Needs with Students

Identification of students with challenges affecting learning and social interactions, response to students' emotional needs, dialogue aspects, identification of areas of concern, next steps in student support.



Identify and Support Students Dealing with Depression

Introduction to teenage depression and suicide, its causes, and the effects of depression on learning and performance, teachers' supporting role for students going through depression.



Talk about Sexuality Education

Effective communication with parents and students about sensitive topics, implications of introducing sexuality education at school, sexuality and sexual behavior, sexual exploitation awareness, essentials of effective sexuality education.



Student Well-being

10 hrs

COURSE OUTCOMES

- Identify what defines well-being and mental health for a student
- Develop self-awareness and positive thinking
- Develop organisational skills
- Develop long-term strategies for personal well-being
- Understand the importance of developing critical thinking

MODULES IN THE COURSE



Foundations of Student Well-being

What is Well-being?,
Common challenges affecting student well-being,
Recognizing and addressing signs of physical stress



Emotional and Social Well-being

Emotional Well-being: building resilience through self-awareness and positive thinking ; recognizing signs of mental health challenges
Social Well-being: building healthy friendship and dealing with peers pressure ; the role of family and community in supporting well-being ; addressing bullying and fostering inclusivity



Academic Well-being and Time Management

Academic Well-being: dealing with academic pressure and perfectionism ; seeking support (teachers, counselors and peer groups)
Time management: Organizational skills and creating balance ; managing academic stress through effective planning
Technology 's role in Well-being: the impact of social media and digital habits ; setting healthy boundaries with technology



Personal Growth and Sustainable Well-being

Personal Well-being goals: identifying strengths and area of improvement ; tracking progress and staying motivated
Key takeaways across all dimensions of well-being



Towards adulthood

Notions on budget
Key for employment search
Importance of Critical thinking



Well-being at Work

15 hrs

COURSE OUTCOMES

- Understand what is involved in managing change on a personal as well as an organisational level
- Identify the value of emotional intelligence in the workplace
- Describe ways to manage stress and live a balanced life
- Be aware of the importance of building good relationships at work
- Be aware of the impact of bad time management when it comes to screen time and social media
- Be able to explain how to manage failure
- Understand the importance of communication skills
- Understand how to find their vibe at work
- Understand realities related to the working world and how to navigate through them
- Understand the importance of lifelong learning and upskilling

MODULES IN THE COURSE



Emotional Intelligence

Emotional intelligence is essential for personal and professional growth. It involves recognizing and understanding personal emotions and those of others to enhance interpersonal interactions and decision-making.



The Reality of the Working World

The working world presents challenges like managing stress, striving for work/life balance, and addressing gender equality and harassment, requiring continuous vigilance and proactive strategies.



Manage Change

Managing change effectively requires understanding how people react to change, addressing resistance, and highlighting the benefits of new approaches. Resources are crucial for supporting successful change initiatives.



Dealing with Failure

Viewing failure as an opportunity for learning and employing problem-solving skills can transform challenges into valuable growth experiences.



Manage Stress and Live a Balanced Life

Stress management is vital for maintaining mental health and productivity. Identifying stress triggers and implementing strategies for coping are key to fostering hope and resilience.



Upskilling Yourself to Remain Relevant

Staying relevant in today's fast-paced world means continuously updating skills, adopting a learning mindset, and using feedback constructively to advance professionally.



Build Dynamic Relationships with Colleagues

Building dynamic relationships at work involves sharing personal experiences, extending interactions beyond the office, and fostering a culture of fairness and respect through clear communication and boundaries.



Finding your Vibe at Work

Finding a good vibe at work involves practicing proper work etiquette, building networks, and nurturing professional relationships that support career growth.



Screen Time and Social Media

Responsible digital behavior encompasses understanding and managing screen time, fostering positive digital interactions, and appreciating the benefits of connectivity while adhering to digital etiquette.



Communication Skills

Effective communication is crucial for building relationships and successfully pitching ideas. It involves clear, strategic interaction that aligns with professional goals.

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Toolkits for the 21st Century



Career Builder Toolkit

25 hrs

COURSE OUTCOMES

- Be able to understand what you would like to do for work or which career to build
- How to go about searching for a job (CV and interviews)
- How to build relationships and connect with co-workers (be a team player)
- How to solve problem (thinking, communication skills)
- How to show up, be proactive and build your personal brand (work etiquette, social media etc.)
- How to manage our mental health and find work-life balance (manage stress, get support)
- How to upskill yourself and remain relevant (keeping motivated and focused)

MODULES IN THE COURSE



Shifting from Student to Young Professional

This journey involves developing essential life skills, engaging in self-discovery, and practicing self-reflection to transition smoothly into the professional world.



Communication Skills

Develop strong communication and interpersonal skills, form SMART relationships, and learn how to pitch your ideas effectively.



Needs and Expectations

Learn how to set achievable goals for personal and professional growth, embrace diversity, and understand the qualities of a team player.



The Reality of the Working World

Learn to manage stress, achieve work-life balance, understand the realities of gender equality, and address sexual harassment in the workplace.



Kickstarting Your Career

Build your personal brand, write an effective Curriculum Vitae (CV), prepare for job interviews, and cultivate self-motivation to launch your career successfully.



Dealing with Failure

View failure as a learning opportunity and develop problem-solving skills to overcome challenges and grow from setbacks.



Rights and Responsibilities

Understand the fundamentals of employment contracts and agreements, health and safety protocols, privacy and employee rights, and the processes involved in termination and severance.



Upskilling Yourself to Remain Relevant

Stay up-to-date with industry trends, cultivate a learning mindset, and embrace the importance of continuous learning by learning, unlearning, and relearning. Understand how to use feedback effectively.



Finding Your Vibe

Master work etiquette, build strong networks and relationships to create a positive and productive work environment.



Self-Employment

Explore entrepreneurship, understand the requirements to start a business, learn about different business types, find investors, manage finances, build a brand with effective marketing, and uphold business and money ethics.



Personal Finance Toolkit

25 hrs

COURSE OUTCOMES

- Determine the health of current financial habits
- Identify potential financial threats and opportunities
- Understand how feelings and emotions drive money behaviour
- Create a positive money mindset
- Identify your capital blueprint
- Determine existing mechanisms to grow money through saving and investment strategies
- Understand the benefits of interest and compound interest
- Set short, intermediate, and long-term goals
- Create a spending plan to help reach those goals
- Understand tax and debt
- Understand the options available to increase income

MODULES IN THE COURSE



Introduction to Financial Literacy

Learn how to make and manage money. Discover the theory behind good money management and all the tools needed to build wealth and secure a financial future.



Manage My Money

Learn how to create a spending plan for money to move towards one's goals, understand how to plan to save, invest and pay off debt, identify key information about tax and debt.



My Money and Me

Make a financial health check to see how healthy one's current financial behaviour is, identify some of the potential financial threats and opportunities that could be encountered in life, understand how feelings and emotions drive money behaviour, discover tools needed to create a healthy, positive money mindset.



Make More Money

Identify practically what options are available to make an income, discover various avenues available, create a one-page business plan to pitch business ideas to potential investors.



Grow My Money

Identify the mechanisms available to grow money through saving and investing strategies, learn about the benefits of interest and compound interest and how to use interest to make profit, understand how to set short-term, medium-term and long-term goals, learn how to plan for the future and retirement through retirement calculation activities.



Protect My Money

Understand online security to safeguard one's identity, banking security to safeguard your money, learn about the concept of insurance and the appropriate types of insurance for each stage of life, understand how to protect assets in death: wills, proper estate planning, contracts and insurance.



AI Toolkit

15 hrs

COURSE OUTCOMES

- Gain an introductory understanding of artificial intelligence, its key components and other emerging technologies
- Recognise how AI is integrated into everyday technology and professional fields
- Understand the ethical considerations and societal impacts of AI
- Learn about essential AI tools that can be used in daily activities and work
- Explore potential career paths in the burgeoning field of AI

MODULES IN THE COURSE



Introduction to Emerging Technologies

Explore the impact of emerging technologies like Blockchain, the Internet of Things (IoT), and Artificial Intelligence (AI) on the workplace. Gain an understanding of how these technologies work individually and together to shape the future of jobs.



Upskilling on AI

Get an overview of the AI landscape and learn how to begin using AI tools. Explore career pathways in AI and access free online courses that provide practical guidance for breaking into AI-related careers.



The Core Concepts of Artificial Intelligence (AI)

Learn the foundational elements of AI, including machine learning, neural networks, deep learning, natural language processing, computer vision, and generative AI. Understand how these concepts interact to create modern AI applications.



AI for Good

Understand how AI is being applied for social good in fields like healthcare, education, environmental preservation, social services, and humanitarian aid, with specific examples in each area.



Applied AI

Discover real-world examples of AI in everyday life and how it enhances industries like the workplace, creative fields, and urban development through Smart City initiatives. Explore future trends in AI adoption.



Entrepreneurship Toolkit

10 hrs

COURSE OUTCOMES

- Identify the types and traits of entrepreneurs
- Develop and pitch innovative ideas with clarity and confidence.
- Create a detailed and actionable business plan.
- Manage finances
- Use specific digital tools
- Navigate the entrepreneurial journey with resilience and adaptability.
- Build and grow a business with a focus on long-term impact and sustainability.

MODULES IN THE COURSE



Introduction to Entrepreneurship

Describe different business ventures
Understand Entrepreneurship
Describe the types of Entrepreneurs
Identify and evaluate business opportunities
Identify different types of customers



Integrate Digital Tools

Identify good communication tools to use in your business
Describe how to use WhatsApp for business
Identify and explain how to use digital accounting tools
Identify AI tools that can be used to improve efficiency in a new business



Develop your Business: Idea and Plan

Differentiate between different business activities
Identify and describe different business types
Create a business canvas



Lunch and Grow your Business

Identify what it takes to launch your business
Describe what is involved in Managing teams within your business
Explain how you will measure success



Manage your Finances

Identify funding options for starting your business
Describe how to setup financial structures in your business
Identify the most important financial management considerations involved in starting a business