Building a Workforce For the 21st Century **DIGITAL SKILLS** for Public Officers

THINK Digital Training Programme Course Catalog

Programme Overview Level 0 Onboarding **Level 1 General Productivity Level 2 Digital Leadership Online Course Delivery**

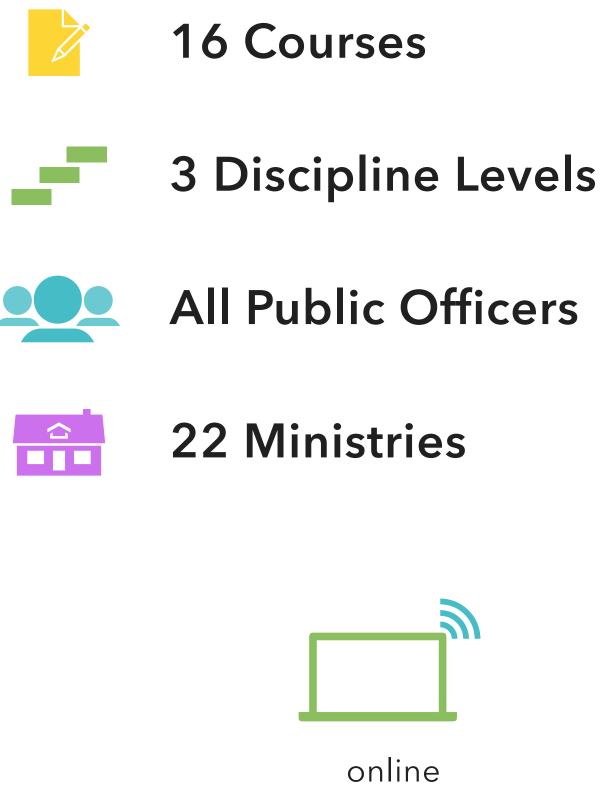
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Building a Workforce For the 21st Century **DIGITAL SKILLS** for Public Officers



self-paced accessible

Complete our digital training survey https://digitaltraining.gov.kn/courses Overview Programme





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

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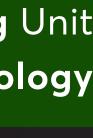


Module 010 Getting Onboard

- 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







Building a Workforce For the 21st Century **DIGITAL SKILLS** for Public Officers

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

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Module 110 Productivity Tools

- Powerpoint

Module 120 Tools for Collaboration

- SharePoint
- OneDrive







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

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Module 220 Business Processes



Great things are done by a series of small things brought together

- Vincent van Gogh

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Delivery 0 Course Online edX





- Combining what you have
 - Office365 Account
 - Web Browser
- PCs & Smartphones
- with what is possible **Online Platform**

 - Training Videos



