

Preparing for the Digital Workplace

Erasmus+ Course for School Groups

The future has arrived early!

Covid-19 has fast-tracked the evolution of how we work, how we collaborate and how we now navigate the digital workplace. But what is the digital workplace? It's actually not a place at all but an ability to work both autonomously and collaboratively with a set of flexible skills desirable to employers of the future.



Learning Objectives

On this programme, students will learn how to:

- future-proof their career by building a strong and professional online presence,
- create innovative and eye-catching CVs to demonstrate their digital skills,
- consider suitable careers in line with their skills, passions and values,
- develop strategies on how to successfully interview online,
- use proven techniques to give powerful presentations online,
- develop the necessary transferrable skills of the 21st century workplace,
- work and collaborate effectively with a team, remotely,
- develop digital literacy skills by creating a digital portfolio using technology to acquire, organise, store, demonstrate, and communicate information.

At ATC Language Schools we are pleased to provide programmes for students of tomorrow, offering opportunities for school groups to travel to Ireland and choose a programme focusing on the Erasmus+ Key Action 1. These options can be chosen as part of our mini-stay programmes.

This course can be chosen as part of a low season mini-stay booking.

Course Length:

15 hours per week, taken in the morning or afternoon as available at the time of booking.

One module is covered per day, during the 3 hours of lessons.

For a 1 week stay 5 modules should be chosen.

If all 7 modules are chosen as part of a 2 week stay, other topics may be chosen, such as Irish culture and heritage or General English. Options to be confirmed in negotiation with ATC prior to travel.

Dates:

September to June

Group Size:

Minimum 12

Students:

Students taking this course should be Upper Secondary Students, and have a minimum A2 level of English, as outlined in the Common European Framework of Reference for Languages.

Final Certificate:

15 certified hours per week

THE ERASMUS+ KEY PRIORITIES INCLUDED IN THIS COURSE FOR HIGH SCHOOL STUDENTS ARE:



Digital Transformation



Inclusion and Diversity



Participation in Democratic Life

Course Modules Include

<p>Module 1</p> <p>LinkedIn</p>	<p>How to Build A Professional Brand Online</p> <p>LinkedIn currently has 660 million users. Over 70% of employers and hiring managers now use LinkedIn in search of their next hire! Having a strong online presence and professional branding is therefore crucial in making the right first impression. In this module, students will learn how to create a professional LinkedIn profile, how to optimize their personal brand, showcase their experience and attract their next employer.</p>
<p>Module 2</p> <p>CV Writing</p>	<p>How to Create a Must-Read CV</p> <p>80% of CVs don't get past the first stage of the application process and only 2% of applicants are invited for interview. In this module, students will learn how to use online tools to create visually impressive CVs to help them stand out from the crowd. They will also learn how to write strong cover letters and professional personal statements to help them get that interview.</p>
<p>Module 3</p> <p>Interview Skills</p>	<p>How to Interview Successfully Online</p> <p>86% of interviews in 2020 were conducted online. As an increasing number of employers continue to experience the benefits of the virtual interview, we will soon see this become the norm as we move further towards the digital workplace of the future. In this module, students will learn why more and more companies are carrying out online interviews, learn how to prepare, what to expect, how to set up their environment and leverage current technology to get that dream job.</p>
<p>Module 4</p> <p>Presentation Skills</p>	<p>How to Give a Powerful Presentation Online</p> <p>80% of presentations at work are now delivered remotely. As the number of people working remotely continues to increase worldwide, so too has the requirement to deliver virtual presentations. In this module, students will learn techniques and strategies to enable them to deliver a powerful online presentation to peers and managers and learn how to use some of the best tech tools to help them engage their audience through their camera lens.</p>
<p>Module 5</p> <p>Transferable Skills</p>	<p>Transferable Skills for the Workplace of the Future</p> <p>How can we prepare for a future career that may not even exist yet? The answer is by developing the required transferable skills for the rapidly evolving digital workplace. Transferable skills are a core set of skills and abilities that can transfer to a whole host of other opportunities, regardless of the industry, organization, or even your job title. In this module, students will learn what skills employers will look for, how to develop them and how to demonstrate they are the right person with the right set of core skills for the job!</p>
<p>Module 6</p> <p>Remote Working</p>	<p>How to Make It Work for Everyone!</p> <p>Working remotely or working to a 'hybrid' model is fast becoming the norm for many businesses around the globe. Employers have acknowledged that their employees can be trusted in their own space as productivity levels have increased and projects are moving forward resulting in the need to be on-site fast-becoming obsolete. In this module, students will learn what skills are required to work remotely, they'll be introduced to useful online productivity and collaborative tools and learn how teams can continue to collaborate effectively without the need to sit around a boardroom table.</p>
<p>Module 7</p> <p>Artificial Intelligence</p>	<p>Careers of the Future</p> <p>Research conducted by the Institute for Working Futures found that by 2025, 20% of the global workforce would be in new jobs created by technology and innovations. Self-driving modes of transportation, robotic assistants and automated disease diagnosis are all products of an emerging AI revolution that will reshape how we live and work. In this module, students will learn how artificial intelligence is changing how we work, what the in-demand roles of the future will be, what roles are likely to become automated or obsolete, and how to best equip themselves for their future careers.</p>

Please note that for a 1 week, 5 day course of 15 hours, 5 modules should be chosen.

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