

**FREE  
ONLINE**  
course

# SKILLS for a **DIGITAL** **WORKPLACE**

**DELIVERED ONLINE** Work at your own pace with one-on-one support from faculty.

Skills for a Digital Workplace is a **FREE online course** that will help you gain the skills needed to work in a remote office setting.

## SKILLS DEVELOPMENT:

- Maintain personal and professional well-being and rapport with current and potential employers, customers and co-workers
- Use MS Teams to organize virtual meetings, agendas, file sharing, calendar and chat
- Learn how workplace ethics and interpersonal skills help serve customers and communities in sustainable ways
- Develop positive customer relationships through sound decision-making strategies using common social media platforms

Learn in the comfort and safety of your own home and schedule your learning to accommodate family and work priorities.

Earn badges for successful completion of

• information • technology • media



**FOR MORE INFORMATION  
OR TO REGISTER**

Contact the Muskoka Campus:  
[muskoka@georgiancollege.ca](mailto:muskoka@georgiancollege.ca)

ACADEMIC AND CAREER PREPARATION