



# Digital Workplace Essentials Workshop

In this digital age, where employees have the option to work remotely, having effective digital strategies is crucial. This workshop aims to develop an understanding of a digital workplace and the effective use of various technological applications to improve productivity and efficiency while working remotely. The workshop will focus on developing communication, time and team management skills integrated with digital tools. The participants will get familiar with the idea of digital wellness and the ways to promote it in their every day lives.

## Modules

- Introduction to the Digital Workplace
- Time Management Using Technology
- Effective Communication
- Team Management Using Digital Tools
- Digital Workplace Etiquettes
- Digital Wellness in the Workplace
- And much, much more!

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