

# **WORKPLACE FUNDAMENTAL SKILLS (WFS) PROGRAM**

## **Updated Curriculum Outline**

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## **PROGRAM OVERVIEW**

### **Program Title**

**Workplace Fundamental Skills (WFS) Program**

### **Program Audience**

Professionals, women re-entering the workforce, and youths starting or advancing their careers.

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## **OVERALL PROGRAM OBJECTIVE**

The Workplace Fundamental Skills (WFS) Program equips learners with the practical skills, mindset, and digital tools required to function effectively in modern workplaces, remote teams, and global work environments. The program blends digital literacy, workplace communication, project structure, professional self-presentation, data analysis, and life skills to prepare participants for career growth, transition, and long-term relevance across industries.

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## **OVERALL PROGRAM LEARNING OUTCOMES**

By the end of the WFS Program, participants will be able to:

- Demonstrate a growth mindset focused on adaptability, continuous learning, and success in global and remote work environments
- Identify and leverage personal strengths using personality assessments to align career paths with individual goals

- Use essential digital and workplace tools (Google Workspace, Zoom, Slack, Canva) to work efficiently in digital settings
- Communicate professionally through emails, social platforms, meetings, and workplace documentation
- Apply core soft skills including teamwork, emotional intelligence, problem-solving, and leadership
- Analyse workplace data, prepare reports, and make recommendations based on insights
- Build professional assets such as CVs, cover letters, LinkedIn profiles, portfolios, and proposals
- Plan and execute career transitions or re-entry into the workforce with clarity and structure
- Achieve sustainable career growth while maintaining work-life balance and professional fulfilment

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## **PROGRAM MODULES**

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### **MODULE 1**

#### **UNDERSTANDING WHO YOU ARE AND CHOOSING THE RIGHT CAREER PATH FOR THE GLOBAL WORKFORCE**

##### **Module Objective**

To help learners develop self-awareness, understand mindset and personality, explore globally in-demand career paths, and identify the skills required to pursue careers aligned with their strengths.

##### **Module Learning Outcomes**

By the end of this module, learners will be able to assess their mindset, personality, and strengths; evaluate global and no-code career opportunities; and outline the skills required to thrive in selected career paths.

## **Lessons**

1. The Mindset to Work Globally (Growth Mindset)
2. Your Personality Type and What to Do With It (Career-Wise)
3. Globally In-Demand Career Paths (No-Code Tech Careers)
4. The Major Skills Required to Work Globally (Skills Mapping)
5. The Skillset You Need for Some In-Demand Career Paths (Gap Analysis)

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## **MODULE 2**

### **DIGITAL TOOLS, SOFTWARE, AND APPS FOR ALL WORKPLACES (GOOGLE TOOLS)**

#### **Module Objective**

To introduce learners to essential Google tools and digital resources needed for communication, collaboration, documentation, scheduling, and productivity in modern workplaces.

#### **Module Learning Outcomes**

By the end of this module, learners will be able to confidently use Google tools to manage tasks, collaborate with teams, store and retrieve files, conduct meetings, and deliver work efficiently in digital and remote environments.

## **Lessons**

1. Starting with Technology (Metered Connection)
2. Starting with Technology (Browsers and Search Engines)
3. Google Tools, Apps & Software Overview

4. Google Chrome
5. Google Mail (Gmail)
6. Google Drive
7. Google Docs
8. Google Forms
9. Google Meet
10. Google Calendar
11. Google Slides
12. Google My Business
13. Google Authenticator

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## **MODULE 3**

### **CROSS-FUNCTIONAL TECH TOOLS, SOFTWARE & APPLICATIONS FOR THE WORKPLACE**

#### **Module Objective**

To equip learners with practical skills in cross-functional workplace tools for meetings, collaboration, design, communication, and digital task management.

#### **Module Learning Outcomes**

By the end of this module, learners will be able to host and manage virtual meetings, collaborate visually, design professional assets, and communicate effectively using modern workplace tools.

#### **Lessons**

1. Zoom: Essential Functions and Features
2. Zoom: Features for Ongoing Meetings

3. Zoom: Streaming to Facebook
4. Zoom: Streaming to YouTube
5. Zoom: Streaming to LinkedIn
6. Zoom: Fundamentals of Meeting Hosting Etiquette
7. Visual Collaboration Tool – Miro
8. Canva for Beginners
9. Canva for Business Branding (Logos, Colours, Fonts)
10. Canva for Social Media Design
11. Canva for Office Use (Charts, Presentations, Signatures)
12. Canva for Editing (Video & Motion Graphics)
13. Canva for Scheduling and Organising (LinkedIn)
14. Canva for Collaborative Work (Whiteboards, Team Folders)
15. Canva for Digital Products (Ebooks, Worksheets)
16. Canva for Websites and QR Codes

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## **MODULE 4**

### **FOUNDATIONAL SOFT SKILLS, COMMUNICATION, RESEARCH & AI FOR THE WORKPLACE**

#### **Module Objective**

To equip learners with workplace communication, research, and AI-assisted skills needed to locate information, produce quality outputs, and communicate professionally across digital platforms.

#### **Module Learning Outcomes**

By the end of this module, learners will be able to conduct research, apply AI tools responsibly, improve writing quality, and communicate professionally across workplace channels.

## **Lessons**

1. Grammar and Plagiarism Checking – Grammarly
2. WordCounter
3. Fundamentals of Research: What to Look for and Where to Find It
4. Research Tool: Google Search
5. AI for Generative Research in the Workplace
6. Prompt Engineering for Effective AI Use
7. Research Tool: ChatGPT
8. Research Tool: Gemini
9. Research Tool: Meta AI
10. Academic Research
11. Research Tool: Google Scholar
12. Fundamentals of Communication
13. Email Etiquette
14. Workplace Communication Tools – Slack
15. Social Media Communication Etiquette

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## **MODULE 5**

**DEVELOPING, PLANNING, PROJECT MANAGEMENT,  
REPORTING & DATA ANALYSIS**

*(The Structure Module)*

## **Module Objective**

To equip learners with practical skills in planning, organising, managing tasks and projects, analysing workplace data, and reporting insights clearly and professionally.

## **Module Learning Outcomes**

By the end of this module, learners will be able to structure work processes, manage projects, analyse workplace data, and prepare professional reports with actionable recommendations.

## **Lessons**

- Module Introduction
  1. Meeting Agendas
  2. Writing Minutes of Meetings
  3. Concept Notes for Project Initiation
  4. Creating Structured To-Do Lists
  5. Medium-Term Workplace Planners for Project Planning
  6. Creating SOPs for Process Repeatability
  7. Data Analysis at the Workplace
  8. Reporting at the Workplace

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# **MODULE 6**

## **SELLING YOURSELF TO THE GLOBAL MARKET THROUGH PROFESSIONAL ASSETS**

### **Module Objective**

To equip learners with professional assets and positioning skills required to present their value to employers and clients in local and global markets.

## **Module Learning Outcomes**

By the end of this module, learners will be able to build professional documents, position their skills effectively, and identify opportunities aligned with their strengths.

## **Lessons**

1. Fundamentals of Self-Sell
2. Tell Me About Yourself
3. Introduction to CV Writing
4. Introduction to Cover Letters
5. Portfolio Development
6. Developing Simple Proposals
7. LinkedIn Setup and Positioning
8. Selling Transferable Skills & Identifying Suitable Roles

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## **MODULE 7**

### **MODEL WORKER ATTRIBUTES & LIFE SKILLS FOR THE GLOBAL WORKFORCE**

#### **Module Objective**

To equip learners with essential life skills, behavioural attributes, and leadership competencies required to perform effectively in diverse, remote, and multicultural workplaces.

#### **Module Learning Outcomes**

By the end of this module, learners will be able to apply problem-solving frameworks, demonstrate emotional intelligence, negotiate effectively, lead teams, and collaborate across cultures.

## **Lessons**

1. Design Thinking
2. Emotional Intelligence
3. Negotiation (Including Importance of Negotiation)
4. Planning and Projections
5. Strategy
6. Leadership
7. Consistency
8. Remote Work in Cross-Cultural Teams