

## WSQ Productivity Improvement using Mobile Devices – Level 2

<b>Course Duration</b>	16 Hours	<b>Course Fee</b>	<b>Subsidy &amp; Nett Fees</b>	<b>Mode of Training</b>
		Full Fee: <b>\$460</b>	Please refer to page 2	Classroom

<b>Certification</b>	You will receive a Statement of Attainment from SkillsFuture Singapore after you pass the assessment.
<b>Entry Requirement</b>	<ul style="list-style-type: none"> <li>• Primary Education without PSLE/PSPE certificate or their equivalent</li> <li>• Speak, listen, and read English at a proficiency level not lower than the WPL Level 3, and manipulate numbers at a not lower than the WPN Level 3.</li> <li>• Ability to do typing</li> </ul>
<b>Course Objective</b>	<ul style="list-style-type: none"> <li>• Identify importance of using tablet/smartphone to increase productivity at workplace</li> <li>• Facilitate implementation of using tablet/smartphone as part of productivity and process initiatives</li> <li>• Review selected techniques and tools of using tablet/smartphone for workplace productivity improvement</li> <li>• Provide feedback on ways of using tablet/smartphone to improve productivity and process</li> </ul>

### Course Content:

- Section 1: Productivity through the use of tablet/smartphone
  - Identify importance of productivity at workplace
  - Importance of productivity through the use of tablet/smartphone
  - Benefits of higher productivity at workplace
  - Common productivity tools (e.g. SingPass, TraceTogether, ActiveSG)
- Section 2: Productivity implementation
  - Facilitate implementation of using tablet/smartphone applications and productivity and process initiatives
  - Factors affecting productivity improvement
  - Need for productivity improvement through mobile apps and correct settings
  - Common productivity tools (e.g. Google Map, My Transport, Google Translate)



- Section 3: Review of productivity techniques and tools
  - Review tablet/smartphone techniques and tools for workplace productivity improvement
  - Track productivity performance through cloud storage and synchronisation methods
  - Methods of data collection
  - Common productivity tools (e.g. DBS PayLah!, GrabPay, Carousell, Lazada, Shopee)
  
- Section 4: Feedback on productivity and process
  - Provide feedback of using tablet/smartphone to improve productivity and processes
  - Types of productivity measurement
  - Common productivity tools (e.g. Google Calendar)

**Subsidy**

WSQ Productivity Improvement using Mobile Devices – level 2		
TGS-2020505931		
	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$460.00	\$460.00
SkillsFuture Funding	\$322.00	\$230.00
Total Gross Fee	\$138.00	\$230.00
GST 7%	\$32.20	\$32.20
<b>SkillsFuture Credit Deduction/Cash</b>	<b>\$170.20</b>	<b>\$262.20</b>

Eligible for Claim Period: 01 Oct 2020 - 30 Sept 2022

**Participant need to pass the test to get subsidy**

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose for the courses available on the SkillsFuture Credit course directory.

PSEA Funding is available for student aged 21-25 Years old (Please Call PSEA Hotline 62600777 to check your balance), Form for PSEA Funding is available from Genetic Computer School

**Reminder to all learners:-**

- Bring your own smartphone
- Bring a sweater as it might be cold
- Bring stationeries – highlighter, pens

