

DIGITAL SKILLS TO MEET THE DEMANDS OF THE JOB MARKET: YOUR PATH TO FUTURE-READY SUCCESS



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TRAINING CENTER



Introduction

Employers now expect digital confidence from every hire, in every sector. The Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success Training Course prepares participants for that expectation. It covers the digital competences employers list most often: office productivity tools, data handling, online collaboration, AI-assisted work, and safe digital behaviour. Furthermore, the programme builds career resilience, showing participants how to learn new tools quickly and present their digital capability in applications and interviews. Delivered by Gentex Training Center over five days, this programme suits job seekers, students, career changers, and early-career professionals. As a result, participants enter the market ready to contribute from day one.

Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success Course Objectives

- Identify the digital competences employers request most across job advertisements.
- Use word processing, spreadsheet, and presentation tools to professional standards.
- Create clear, well-designed documents, reports, and slide decks for work purposes.
- Apply spreadsheet formulas, functions, and pivot tables to organise and analyse data.
- Build simple charts and dashboards that communicate findings clearly.
- Collaborate through cloud platforms including Microsoft 365 and Google Workspace.
- Use AI assistants such as Copilot and ChatGPT responsibly for drafting and research.
- Apply cyber security practices: strong passwords, multi-factor authentication, and phishing awareness.
- Manage a professional online presence and personal brand across digital channels.
- Design a personal digital upskilling plan with measurable learning milestones.

Course Methodology



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- Practical workshops in a digital workspace with guided tasks.
- Live demonstrations of productivity, data, and AI tools.
- Portfolio projects that produce documents, spreadsheets, and presentations for real use.
- Mock interviews and digital skills self-presentation practice.
- Peer review and structured feedback on each portfolio output.
- Personal action planning with a clear upskilling roadmap.

Who Should Take This Course

- Job seekers entering or re-entering the labour market.
- University students and recent graduates preparing for employment.
- Career changers moving into digital or office-based roles.
- Early-career professionals building workplace digital confidence.
- Administrative and customer service staff who work with digital tools.
- Freelancers and self-employed professionals managing their own operations.
- Anyone wanting to demonstrate stronger digital skills to employers.

Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success Course Outlines

Day 1: The Digital Job Market and Core Literacy

- Digital skills employers request most in current job advertisements.
- Device, browser, and operating system confidence.
- Cloud storage with OneDrive, Google Drive, and file organisation.
- File naming, version control, and document management habits.
- Effective online search and source evaluation.



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- Professional email writing and digital communication etiquette.
- Self-assessment: personal digital skills gap analysis.

Day 2: Documents, Spreadsheets, and Presentations

- Word processing: styles, headings, tables, and page layout.
- Microsoft Excel and Google Sheets: formulas and key functions.
- Sorting, filtering, and conditional formatting.
- Pivot tables and basic data analysis.
- PowerPoint and Google Slides: structure, design, and delivery.
- Creating a professional CV and cover letter in digital formats.
- Portfolio task: producing a complete workplace document set.

Day 3: Data, Charts, and Reporting

- Cleaning and preparing data for analysis.
- Choosing the right chart for each message.
- Dashboards with Power BI and Google Looker Studio basics.
- Summarising findings for managers and clients.
- Presenting data confidently in meetings.
- Introduction to digital marketing metrics and web analytics.
- Portfolio task: building a one-page visual report.

Day 4: Collaboration, AI, and Automation

- Microsoft 365, Google Workspace, and Microsoft Teams collaboration.
- Real-time co-authoring and shared task management.
- AI assistants: Copilot and ChatGPT for drafting, summarising, and research.





- Prompt writing skills and verifying AI output.
- Automating small tasks with Power Automate and Zapier.
- Building a professional LinkedIn profile and online portfolio.
- Practice: completing a task with AI assistance.

Day 5: Digital Safety, Employability, and Action Planning

- Password managers, multi-factor authentication, and account security.
- Phishing, scams, and safe browsing habits.
- Protecting personal data and understanding privacy basics.
- Remote work tools and virtual interview platforms.
- Demonstrating digital skills in interviews and applications.
- Building a personal digital upskilling and career plan.
- Group presentations, peer review, and course consolidation.

Conclusion

By successfully completing the Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success Training Course, participants will have acquired practical knowledge of workplace document production, spreadsheet analysis, data visualisation, online collaboration, AI-assisted productivity, and digital security. In addition, they will present their digital capability clearly to employers. Gentex Training Center delivers this programme through portfolio projects and real job-market scenarios, so participants apply their new knowledge immediately.



FAQs

Q1 What is the "Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success" course about?

The course prepares participants for the digital expectations of modern employers. It covers document and spreadsheet production, data visualisation, cloud collaboration, AI-assisted productivity, digital security, and presenting digital capability to recruiters.

Q2 What are the key benefits of the "Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success" course?

Participants meet the digital requirements listed in most job advertisements. Furthermore, they produce stronger applications and portfolios, work faster in office roles, and adapt quickly to new tools. As a result, they improve their employability and career prospects.

Q3 What skills will I gain from the "Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success" course?

Participants gain workplace document and presentation production, spreadsheet and data analysis, cloud collaboration and AI-assisted productivity, and digital security and professional online presence. These four skills combine to strengthen employability across sectors.



Q4 What tools, methods, or standards are covered in the "Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success" course?

The programme covers Microsoft Word, Excel, and PowerPoint, Google Docs, Sheets, and Slides, Microsoft 365, Google Workspace, Microsoft Teams, OneDrive, Power BI, Google Looker Studio, Microsoft Copilot, ChatGPT, Power Automate, Zapier, LinkedIn, and multi-factor authentication practice.

Q5 How is the "Digital Skills to Meet the Demands of the Job Market: Your Path to Future-Ready Success" course applied in real-world practice?

Participants apply it when preparing CVs and portfolios, completing office tasks, building reports and dashboards, joining virtual meetings, supporting remote teams, and passing digital skills assessments in recruitment. In addition, they use it to keep learning new tools as roles change.